

CLASSROOM VISITATION REPORT

Faculty Visited _____ Visitor _____

Course No. and Title _____

Date of pre-visit conference _____ Date of classroom visit _____ Date of post-visit conference _____

Scheduled class hours _____ Duration of visit _____ No. of students enrolled _____ No. of students in class* _____

** Depending upon the format of the class in regard to asynchronous and synchronous learning, this may not be applicable to the evaluation.*

1. Using the information obtained at the pre-visit conference, describe and evaluate the instructor's plan for this course. Comment on the syllabus, handouts, assigned text(s) and readings as well as the instructor's statements about this course. Describe and evaluate the assessment procedures used by the instructor for this course. Attach sample examinations or other assessment procedures from this or similar courses taught by this instructor.
2. Using the information obtained at the pre-visit conference, describe and evaluate the plan for the class session to be visited including objectives, content and organization.
3. Describe the activities observed in the class visited and evaluate instructor's (1) command of the subject matter, (2) methods of communications used, (3) appropriateness of the level of class content, (4) organization of the material presented, (5) sequence of the class activities, (6) interactions between the instructor and the students, (7) evidence of learning taking place, and (8) innovation in teaching. Address elements one through seven, and eight as appropriate, in your evaluation, one by one or incorporated in paragraph form.

If the course is taught via online technologies (including hybrid courses), all of the above activities can be accomplished by reviewing the course website, the course discussion boards and/or online chat logs.

4. Other comments.

Visitor's signature

Visitor's Department

Date

I have read this report and know that I may submit a response or rebuttal to the school office.

Visitee's Signature

Date
