The following suggested template for collegial classroom observation was developed by the Faculty Affairs Committee in consultation with UFPC (April 2013).

#### Instructional Observation Checklist

| Faculty Member Evaluated: |          | Date:    |  |
|---------------------------|----------|----------|--|
| Evaluator:                | Course:  |          |  |
| Category                  | Response | Comments |  |

| Category   |     | despons | 47  | Comments     |
|--|-----|---------|-----|--------------|
| Organization   |     | No      | N/A | Carrie Maria |
| egins class on time in an orderly, organized shion   | Yes |         |     |              |
| learly states the goals or objectives for the  |     |         |     |              |
| eriod<br>eviews or mentions prior dass material  |     |         |     |              |
| opears well prepared for class   |     |         |     |              |
| flectively uses online course management<br>ratems and communication tools to<br>cilitate student learning |     |         |     |              |
| ctive and Engaged Learning   |     |         |     |              |
| nswers/poses student questions clearly<br>nd directly  |     |         |     |              |
| Bows students time to process and<br>nower questions   |     |         |     |              |
| reates learning environments that welcome,<br>vallenge, and support all students                           |     |         |     |              |
| emonstrates effective pedagogies for<br>ngaged learning  |     |         |     |              |
| apport   |     |         |     |              |
| nows and uses student names  |     |         |     |              |
| esponds respectfully to student lack of<br>nowledge or understanding.                                      |     |         |     |              |
| reats class members equitably  |     |         |     |              |
| stens carefully to student comments<br>and questions   |     |         | 1 1 |              |
| redibility and Control   |     |         |     |              |
| emonstrates an in-depth knowledge of<br>ne subject matter  |     |         |     |              |
| esponds confidently to student inquiries   |     |         |     |              |
| peaks about course content with<br>onfidence and authority   |     |         |     |              |
| able to admit error and/or insufficient<br>nowledge  |     |         |     |              |
| resentation  |     |         |     |              |
| resents information in a clear and   |     |         |     |              |
| nderstandable manner   |     |         |     |              |
| ngaged with class and responds to  |     |         |     |              |
| hanges in student attentiveness  |     |         |     |              |
| isual aids are clear, legible and effective  |     |         |     |              |
| ommunicates a sense of enthusiasm<br>nd excitement   |     |         |     |              |

Additional Comments

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Xun Zhu,Xiaofan Li,Ming Cai,Shuntai Zhou,Yuejian Zhu,Fei-fei Jin,Xiaolei Zou,Minghua Zhang

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