

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

Instructional Observation Checklist

Faculty Member Evaluated: _____ Date: _____

Evaluator: _____ Course: _____

Category	Response			Comments
Organization	Yes	No	N/A	
Begins class on time in an orderly, organized fashion				
Clearly states the goals or objectives for the period				
Reviews or mentions prior class material				
Appears well prepared for class				
Effectively uses online course management systems and communication tools to facilitate student learning				
Active and Engaged Learning				
Answers/poses student questions clearly and directly				
Allows students time to process and answer questions				
Creates learning environments that welcome, challenge, and support all students				
Demonstrates effective pedagogies for engaged learning				
Rapport				
Knows and uses student names				
Responds respectfully to student lack of knowledge or understanding				
Treats class members equitably				
Listens carefully to student comments and questions				
Credibility and Control				
Demonstrates an in-depth knowledge of the subject matter				
Responds confidently to student inquiries				
Speaks about course content with confidence and authority				
Is able to admit error and/or insufficient knowledge				
Presentation				
Presents information in a clear and understandable manner				
Engaged with class and responds to changes in student attentiveness				
Visual aids are clear, legible and effective				
Communicates a sense of enthusiasm and excitement				

Additional Comments:

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Zhe Xu



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Table of Contents Sample Of Observation Guide

1. Understanding the eBook Sample Of Observation Guide
 - The Rise of Digital Reading Sample Of Observation Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Sample Of Observation Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in a Sample Of Observation Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Sample Of Observation Guide
 - Personalized Recommendations
 - Sample Of Observation Guide User Reviews and Ratings
 - Sample Of Observation Guide and Bestseller Lists

5. Accessing Sample Of Observation Guide Free and Paid eBooks
 - Sample Of Observation Guide Public Domain eBooks
 - Sample Of Observation Guide eBook Subscription Services
 - Sample Of Observation Guide Budget-Friendly Options
6. Navigating Sample Of Observation Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Sample Of Observation Guide Compatibility with Devices
 - Sample Of Observation Guide Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Sample Of Observation Guide
 - Highlighting and Note-Taking Sample Of Observation Guide
 - Interactive Elements Sample Of Observation Guide
8. Staying Engaged with Sample Of Observation Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Sample Of Observation Guide
9. Balancing eBooks and Physical Books Sample Of Observation Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Sample Of Observation Guide
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Sample Of Observation Guide
 - Setting Reading Goals Sample Of Observation Guide
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Sample Of Observation Guide
 - Fact-Checking eBook Content of Sample Of Observation Guide
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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