

WORKSITE OBSERVATION

Course Number and Name _____ Section # _____
Evaluatee Name _____ Evaluator Name _____
Date and Time of observation _____ # of students _____

Regarding Course Content and Syllabus

Review course materials prior to attending the class to be observed.

1. The professor has included the Course Objectives and Student Learning Outcomes for the class in the course syllabus.

Meets Expectations ____Yes ____No

Comment:

2. The professor has a clear and consistent grading policy.

Meets Expectations ____Yes ____No

Comment:

3. The course shell is easy to navigate and course materials, assignments, and assessments are easy to find. (For online or hybrid courses only.)

Meets Expectations ____Yes ____No ____NA

Comment:

4. The lesson plan/outline, course materials, and/or activities align with the course objectives.

Meets Expectations ____Yes ____No

Comment:

5. The assessment tools measure student's proficiency with the course objectives.
(Assessments may be presented after the observation, either summative or formative assessments acceptable.)

Meets Expectations ____Yes ____No

Comment:

WORKSITE OBSERVATION

Regarding Content Delivery and Engagement

1. Class activities demonstrate effective preparation and planning for instruction, including laboratories, clinics, etc.

_____Exceeds Expectations _____Meets Expectations _____Developing_____Does not meet Expectations

Comments:

2. The professor regularly communicates ideas with clarity and effectiveness, explaining key concepts and giving clear directions; intentionally addressing all levels of students in the class.

_____Exceeds Expectations _____Meets Expectations _____Developing_____Does not meet Expectations

Comments:

3. The professor uses sound pedagogical techniques and materials that engage students in the class activity (lecture, discussion, lab, group activity or other) and challenge students to grow. (For DE courses this includes evidence that the professor has regular interaction with students and that students regularly interact with each other in the course shell).

_____Exceeds Expectations _____Meets Expectations _____Developing_____Does not meet Expectations

Comments:

4. The professor creates intentional opportunities for student-to-student interaction, fostering communities and spaces for student engagement.

_____Exceeds Expectations _____Meets Expectations _____Developing_____Does not meet Expectations

Comments:

5. The professor creates an inclusive environment, encourages students' questions and provides feedback to strengthen the learning environment. (For DE courses this includes evidence that the professor has regular interaction with students in the course shell).

_____Exceeds Expectations _____Meets Expectations _____Developing_____Does not meet Expectations

Comments:

WORKSITE OBSERVATION

Regarding Course Environment and Equity:

Before attending the course observation, review the [Equity Minded Rubric for Teaching and Learning](#), familiarize yourself with the 5 dimensions and the example practices listed under each of the 5 dimensions.

As you observe the course, list at least **2-3** observations of practices that you witnessed in the evaluatee's classroom that fit within the Equity Rubric. If you did not observe any evidence of DEI practices, or use of the Equity Rubric, please explain.

Dimension #1. Be Intrusive

Dimension #2 Be Relational

Dimension #3 Be Culturally Relevant and Affirming

Dimension #4 Be Community Focused

Dimension #5 Be Race Conscious