Faculty Name: 
Class: _______________________________ Date: ____________________

1. **CLASSROOM/TIME MANAGEMENT**
   - a. Began class on time
   - b. Explained class procedures (where appropriate)
   - c. Implemented class procedures (where appropriate)
   - d. Maintained order in class
   - e. Managed time effectively

2. **INSTRUCTIONAL MATERIALS**
   - a. Materials for class were made available to students (if appropriate)
   - b. Course materials were professional and organized in appearance

3. **INSTRUCTIONAL DELIVERY AND COMMUNICATION**
   - a. Began instruction by outlining objectives for class
   - b. Used multiple instructional delivery strategies
   - c. Pace of presentation was appropriate for material
   - d. Used correct language: grammar and syntax
   - e. Provided multiple examples to explain difficult content
   - f. Sequence of lesson activity appeared logical and progressive
   - g. Instructor created a climate and tone conducive to learning

4. **STUDENT ENGAGEMENT**
   - a. Students were encouraged to ask questions
   - b. Instructor provided positive and supportive feedback
   - c. Instructor responded appropriately to students

5. **TECHNOLOGY**
   - a. Instructor used technology/multi-media in the classroom

6. How many times has this instructor taught this course over the last 7 years? First time
   Program Coordinator observation recommended: YES: NO:

Reason: