NIAGARA UNIVERSITY
COLLEGE OF EDUCATION
Department of Teacher Education
Classroom Visitation Form

Name of Evaluatee
Name of Observer
Time Visit Began
Number of Students Present

Course Observed
Date of Classroom Visit
Time Visit Ended
Room

Lesson Overview:

Issues with Quality of Classroom:

I. Course Planning/Syllabus
This element of the teaching observation examines the course syllabus on file in the department office and any supporting materials provided by the instructor prior to the classroom observation.

The course syllabus includes:

A. course objectives approved by the department.
   Needs Improvement
   Satisfactory

   Comments:

B. assignments/course requirements that directly assess the course objectives and program portfolio requirements, as applicable.
   Needs Improvement
   Satisfactory

   Comments:

C. assignments that are authentic and encourage meaningful rigor.
   Needs Improvement
   Satisfactory

   Comments:

D. course objectives and assignments that address content related to diversity and technology, as appropriate.
   Needs Improvement
   Satisfactory

   Comments:

Revised/Approved 10/20/04
E. information on how field experiences will be integrated into the course, as applicable.
   
   ____ Needs Improvement  
   ____ Satisfactory  
   ____ Not Applicable  
   
   Comments:

F. clear grading policies and procedures.
   
   ____ Needs Improvement  
   ____ Satisfactory  
   
   Comments:

G. an attendance policy.
   
   ____ Needs Improvement  
   ____ Satisfactory  
   
   Comments:

H. a statement on student disclosure of disability or need for accommodation.
   
   ____ Needs Improvement  
   ____ Satisfactory  
   
   Comments:

I. a statement on plagiarism/academic honesty and the format/style required for assignments (APA style, word processing).
   
   ____ Needs Improvement  
   ____ Satisfactory  
   
   Comments:

II. Classroom Observation

This element of the teaching observation examines the behaviors of the instructor during the classroom observational period.

The information presented to students is:

A. clear and organized.

1 
Needs Improvement  

2 

3 
Satisfactory  

4 

5 
Outstanding  

Comments:
B. accurate and current.

1                        2                        3                        4                        5
Needs                     Satisfactory              Improvement              Outstanding

Comments:

C. directly related to course objectives.

1                        2                        3                        4                        5
Needs                     Satisfactory              Improvement              Outstanding

Comments:

The methods used by the instructor:

A. model instructional practices aligned with the conceptual framework (student-centered, process-product, reflective practice) of the College of Education.

1                        2                        3                        4                        5
Needs                     Satisfactory              Improvement              Outstanding

Comments:

B. promote student motivation and active engagement in the learning process.

1                        2                        3                        4                        5
Needs                     Satisfactory              Improvement              Outstanding

Comments:

C. include the integration of technology, as appropriate.

N/A 1                        2                        3                        4                        5
Needs                     Satisfactory              Improvement              Outstanding

Comments:
D. Integrate topics related to diversity, as appropriate.

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<td>Satisfactory</td>
<td>Outstanding</td>
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Comments:

E. Promote supportive, safe, fair, and equitable classroom interactions.

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Comments:

III. Post Evaluation Conference
This element of the teaching observation summarizes the classroom visit and offers the evaluatee an opportunity to respond to the assessment of the observer.

A. Overall Strengths of the Teaching Observation:

B. Suggestions/Recommendations for Improvement:

C. Response of the Evaluatee (optional):
Please address any issues that may not have been observable during the classroom visit.

Observer Signature ___________________________ Date ____________
Evallee Signature ___________________________ Date ____________