

MASSACHUSETTS COMMUNITY COLLEGE SYSTEM

**XIII-E3 PROCESS FOR CLASSROOM/INSTRUCTIONAL OBSERVATION**

Instructor: \_\_\_\_\_

Evaluator: \_\_\_\_\_ Title: \_\_\_\_\_

Campus: \_\_\_\_\_

Department: \_\_\_\_\_

Class to be observed:

Course \_\_\_\_\_ Pre-Conference (if appropriate) \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Time: \_\_\_\_\_ Post-Conference (if appropriate) \_\_\_\_\_

Room: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

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1. Relationship of class content to instructional objectives of course:

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2. Appropriateness of instructor's teaching methods to attainment of the stated instructional objectives:

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3. Effectiveness of the instructor's teaching methods:

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4. Instructor's ability to develop and maintain appropriate student interest:

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5. Instructor's ability to organize and present course content and material:

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6. Instructor's ability to respond to student questions:

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7. Evaluator's summary of instructional performance:

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Faculty Member's Comments (if any):

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I have read and received a copy of this  
evaluation:

\_\_\_\_\_  
Evaluator

\_\_\_\_\_  
Faculty Member

Date: \_\_\_\_\_

Date: \_\_\_\_\_

If the faculty member wishes to respond to this evaluation, he/she must do so within seven (7) days.