

**Atlantic Cape Community College**  
**Report Template for Observation of Traditional and Remote Courses**

**Name of Faculty Member:**

**Observer:**

**Course Title/Section Number:**

**Time and Date of Observation:**

**Number of Students Participating:**

**Number of Students Enrolled:**

**PLANNING:**

**Syllabus & Schedule of Assignments:**

**Objectives for Observed Class meeting:**

**Assigned Homework:**

**ADA Compliance of Documents:**

**QUICK SUMMARY OF CLASS OBSERVATION:**

## **IMPLEMENTATION:**

*Presentation:* Is the lesson delivered in a cohesive and logical manner? Is it appropriate to the intended audience of students? Are topics and activities relevant to the meeting objectives? Are they presented with appropriate timing and with sufficient detail? Does the faculty member differentiate instructional strategies to accommodate students with varying preferred learning styles?

*Questioning, Listening, and Responding:* Does the faculty member employ varying questioning techniques? Equally important to asking questions is listening. Is the faculty member actively listening to student contributions? Is the faculty member able to analyze, evaluate and synthesize differing students' contributions in advancing the lesson? Does the faculty member demonstrate sensitivity and respect in responding to students?

*Mastery of Knowledge:* Does the faculty member demonstrate expertise in the subject of the observed class? Does the faculty member exhibit an understanding of pedagogy? Is the faculty member able to use technology smoothly and effectively?

*Interaction with Students:* Describe the faculty member's instructional demeanor and the overall atmosphere of the class. Do students appear comfortable interacting with the faculty member? Do they appear comfortable asking questions and contributing ideas? Are all parties exhibiting respect through both verbal and non-verbal behavior?

*Evaluation:* Were the objectives of the lesson clear to students? Identify the activities, responses or outcomes utilized to indicate the objectives were attained.

*Additional Comments:*

**RESPONSE FROM FACULTY MEMBER:**

Signature of Observer:

Date:

Signature of Faculty Member:

Date:

Signature of Department Chair, Director, or Dean:

Date:

*Department Chairs and Directors should provide their Dean with a copy of the completed observation report.*