

CENTRAL GEORGIA TECHNICAL COLLEGE
Confidential Adjunct Faculty Observation Record

Instructor: _____ Program: _____
 Date of Observation: _____ Time: _____ to _____

TEACHING TASK I: PROVIDES INSTRUCTION

- Follows up-to-date program standards and guide materials U NI S
- Effectively uses lesson plans and syllabus developed around appropriate performance objectives U NI S
- Allows for varying student abilities, rates of learning and learning styles U NI S
- Organizes in advance the learning materials and resources needed to achieve the lesson's specific learning objectives U NI S
- Clearly states and develops performance objectives and anticipated specific outcomes U NI S
- Reviews and/or discusses prerequisite skills U NI S
- Presents subject matter clearly and concisely U NI S
- Uses a variety of appropriate instructional methods U NI S
- Emphasizes and explains major points U NI S
- Emphasizes application of learning to real life U NI S
- Summarizes and makes connections to future learning U NI S

TEACHING TASK II: ASSESSES AND ENCOURAGES STUDENT PROGRESS

- Promotes student engagement in the learning process U NI S
- Asks probing questions, observes student work and monitors progress of all students to determine understanding and mastery U NI S
- Provides adequate supervised practice for students to gain knowledge and skills U NI S
- Gives frequent feedback on student performance U NI S
- Relates to students in a positive and supportive way U NI S
- Ensures congruence between objectives taught and evaluation of mastery U NI S

TEACHING TASK III: MANAGES THE LEARNING ENVIRONMENT

- Maximizes use of instructional time U NI S
- Sets the tone for learning and focuses on what is to be accomplished in the class U NI S
- Provides adequate supervision of students U NI S
- Adheres to all safety precautions and rules U NI S
- Organizes and provides access to equipment, tools, materials and other resources for learning U NI S
- Maintains appropriate student behavior U NI S
- Maintains a clean and orderly learning environment U NI S

PERFORMANCE CRITERIA:

- 8 + NIs OR Any Us Requirements Not Met - Significant and immediate improvement is required
- 4 - 7 NIs Needs Improvement - Improvement is needed to meet requirements
- 1 - 3 NIs Meets Requirements - Performance consistently meets requirements
- 0 NIs Exceeds Requirements - Performance consistently exceeds requirements

OBSERVER _____ DATE _____

TEACHER _____ DATE _____