

Faculty Teaching Observation Syllabus Worksheet

(for classroom, lesson and rehearsal observations)

This form is provided to focus attention on qualities that represent good teaching and should be used as a guide instead of a checklist. It is for individual evaluation team member use only and need not be submitted.

Instructor: _____ Evaluator: _____ Date: _____

<p>Completeness</p> <ul style="list-style-type: none"> ● Necessary information included course information ● Instructor information ● Course readings information ● Where to purchase textbook including links ● Goals and objectives of course ● Grading, late work, misconduct policies ● Absence, tardiness policy ● Accommodations for special needs ● Calendar of activities/assignments and due dates 	
<p>Clarity of information</p> <ul style="list-style-type: none"> ● Student rights and responsibilities, and consequences are delineated ● Information is internally consistent ● Information is consistent with university policy 	
<p>Appropriateness of tone</p> <ul style="list-style-type: none"> ● Motivational promotes rapport between faculty and student 	
<p>Professional appearance</p> <ul style="list-style-type: none"> ● Well formatted ● Correct spelling and grammar 	
<p>Currency of content</p> <ul style="list-style-type: none"> ● Portrays current state of the field ● Readings/materials reflect latest research and scholarship 	

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<p>Fit within curriculum</p> <ul style="list-style-type: none"> • Matches catalog description 	
<p>Level of challenge</p> <ul style="list-style-type: none"> • Assignments/reading are appropriate • Course goals are appropriate 	
<p>Pacing</p> <ul style="list-style-type: none"> • Course calendar is realistic • Content is appropriate for time allotted • Appropriateness of due dates for assignments/tests 	
<p>Testing and grading</p> <ul style="list-style-type: none"> • Fairness and clarity of grading/attendance policies 	
<p>Student-focused</p> <ul style="list-style-type: none"> • Availability of instructor; activities portray concern for active student engagement 	