

## Class Visitation Report

Visitor \_\_\_\_\_ Lecturer Visited \_\_\_\_\_ Date \_\_\_\_\_

Course No. and Title \_\_\_\_\_

Date of pre-visit conference \_\_\_\_\_ Date of classroom visit \_\_\_\_\_

No. of students enrolled \_\_\_\_\_ No. of students in class \_\_\_\_\_ Duration of visit \_\_\_\_\_

### Instructional Preparation

1. Using the information obtained at the pre-visit conference, describe and evaluate the instructor's plan for this course. Comment on the syllabus, handouts, assigned text(s) and readings as well as the instructor's statements about this course.

Evaluation: (NA=Not Applicable, 1=Poor, 2=Well below average, 3=Below average, 4=Average, 5=Above average, 6=Well above average, 7=Excellent). Circle the appropriate number.

Syllabus	NA	1	2	3	4	5	6	7
Handouts	NA	1	2	3	4	5	6	7
Assigned Text	NA	1	2	3	4	5	6	7
Readings	NA	1	2	3	4	5	6	7
Overall organization of course	NA	1	2	3	4	5	6	7

### Instructional Performance

2. Describe and evaluate the class visited.

Evaluation: (NA=Not Applicable, 1=Poor, 2=Well below average, 3=Below average, 4=Average, 5=Above average, 6=Well above average, 7=Excellent). Circle the appropriate number.

Instructor's command of subject matter	NA	1	2	3	4	5	6	7
Ability to communicate with students	NA	1	2	3	4	5	6	7
Quality of presentation (clarity, professionalism)	NA	1	2	3	4	5	6	7
Organization of class	NA	1	2	3	4	5	6	7
Interest of students	NA	1	2	3	4	5	6	7
Level of presentation of material	NA	1	2	3	4	5	6	7

### Narrative Comments

3. On additional pages, please add any relevant or appropriate narrative comments concerning the Lecturer's instructional preparation and performance. Please comment on any instructional enhancements or innovative teaching methods used by the Lecturer. Please offer an overall evaluation of the Lecturer's strengths and weaknesses.