

**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: N/A – Not Applicable 1 – Poor 2 – Well below average 3 – Below average  
 4 – Average 5 – Above average 6 – Well above average 7 – Excellent

	N/A	1	2	3	4	5	6	7
Syllabus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handouts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assigned Text	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Readings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall organization of course	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**INSTRUCTIONAL PERFORMANCE**

2. Describe and evaluate the class visited.

Evaluation: N/A – Not Applicable 1 – Poor 2 – Well below average 3 – Below average  
 4 – Average 5 – Above average 6 – Well above average 7 – Excellent

	N/A	1	2	3	4	5	6	7
Instructor’s command of subject matter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to communicate with students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of presentation (clarity, professionalism)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organization of class	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interest of students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Level of presentation of material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**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.