



OKLAHOMA CITY  
COMMUNITY COLLEGE

# PHASE 4: CLASSROOM OBSERVATION FORM

The fourth phase of the Faculty performance appraisal process is Classroom Observation. This process supports learning, collaboration, and continuous growth for students, instructors, and supervisors. This is a two-step process in which the supervisor observes the Faculty member's classroom, meets with the Faculty member to discuss, then documents all results in the system **before March 31**. Please use the information provided below to complete this phase.

## 1 Classroom Observation

**Faculty Member Name:**

**Date/Time:**

**Course Number/Section:**

**Number of Students:**

**Supervisor Name:**

**Has the faculty member taught this course before?**

**Modality:**

### Does the instructor:

**Provide clear expectations for the student?**

**Post contact information in the Moodle section and on the syllabus?**

**Clearly post the syllabus and schedule?**

**Clearly define course objectives in the syllabus?**

**Provide opportunity for introductions?**

**Give feedback in a timely manner?**

**Update grades?**

**Submit final grades and never attended on time?**



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**CONTENT:** Describe the instructor's command and knowledge of the subject matter and use of appropriate instruction methods. Describe how the instructor corrects, clarifies, and coaches students throughout the class.

**ORGANIZATION:** Describe how the learning session was organized, including evidence of preparation, stated objectives of the session, and effective use of time. Does the instructor provide adequate structure for each element being taught?



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**LEARNING ENVIRONMENT:** Describe the tone of the class. Include how the instructor demonstrates engagement with individual students (i.e., personal culture, gender differences, ability, etc.) and responds appropriately to foster a non-threatening environment.

**STUDENT ENGAGEMENT:** Describe how the instructor facilitates active engagement, like small group dynamics and individualized instruction, with an emphasis on learning from mistakes and problem solving.



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## 2 Post-Observation Discussion

After observing a class, the supervisor will schedule a meeting with the Faculty member and discuss the following:

- How the observation went
- The Faculty member's strengths and any areas for growth
- Examples of student engagement and participation
- Examples of student's demonstration of learning

Describe overall impressions and provide additional comments and feedback related to the observation.