

In-Person Classroom Observation and Visit Report: College Now High School Instructor



High School Instructor and Course Information

High School Instructor being observed

Term and year of classroom observation

Date of observation

Mentor

Course

Site

Topic/s being taught this day

Signatures and dates

High School Instructor

Date

Faculty Mentor

Date

The Pre-Observation page of this form is to be completed by the high school instructor and provided to the COCC faculty mentor prior the classroom observation. The subsequent pages are to be completed by the COCC faculty mentor and then reviewed/discussed with the high school instructor. The COCC faculty mentor is to provide a copy of this form to the Director of High School Partnerships within 5 (five) business days of the observation/visit (either email or use the Faculty Mentor Form to upload/submit with the mileage form). The Director of High School Partnerships will send the form for signatures via Adobe Sign with copies sent to all parties and filed for official record.

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Pre-Observation Form to be Completed Prior to Classroom Visit

HS Instructor

Course

What concerns you the most about teaching this course? Are there any areas that you are having difficulty with, in or outside of the classroom (Student interaction, group work, maintaining policy, resources, etc.)? (Suggested 200-word limit)

What assistance from COCC would be beneficial to help you teach this course? (Suggested 200- word limit)

Are there other questions or concerns you have that can be addressed either in the classroom visit follow-up session or by the department or department chair? (Suggested 200-word limit)

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Elements of course materials and instruction observed during classroom visit

Review Course Materials

- ☐ Grading standards align with the COCC course and COCC policies
- ☐ Assessment methods align with the COCC course
- ☐ Student assignments demonstrate the rigor and substance equivalent to the COCC course

Structure and organization of the teaching and learning environment

- ☐ The instructor starts and ends class on time
- ☐ The goals for each class session are well defined and clearly conveyed to the students
- ☐ The presentation and classroom activities support the student learning outcomes
- ☐ The pace of presentation allows for effective use of the allotted class time
- ☐ A variety of teaching methods are used to facilitate student learning as appropriate
- ☐ The lesson is well organized and connections are made across content topics and to real life experiences
- ☐ The instructor allows adequate time for student questions and (when necessary) review of prior topics
- ☐ The instructor creates a teaching environment that conveys values of equity, inclusivity, and accessibility as appropriate for the learning situation.

Subject matter and content expertise

- ☐ Instructor demonstrates excellent course content knowledge base
- ☐ Current pedagogical practices relative to the discipline are used in the classroom
- ☐ Instructor demonstrates applicability of subject matter, where appropriate, to "real world situations."

Comments on course materials and/or instruction

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Please list 3-5 positive aspects of the class and/or class materials (things you thought the HS faculty did very well)
(Suggested 300-word limit)

Please offer at least two constructive suggestions to improve the instruction and/or class materials or course. (Suggested 300-word limit)