



State University of New York  
**CLINTON**  
Community College

## CAP CLASSROOM VISITATION REPORT

**INSTRUCTOR:** \_\_\_\_\_ **COURSE:** \_\_\_\_\_

**OBSERVER:** \_\_\_\_\_ **DATE OF OBSERVATION:** \_\_\_\_\_

\_\_\_\_\_  
*Signature of Observer*

\_\_\_\_\_  
Date of Report

## CLASSROOM VISITATION

### I. CLASS OVERVIEW

Please outline the structure of the class lecture and the activities used during the class period. If more space is needed, feel free to attach additional pages.

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### II. TEACHING EFFECTIVENESS

Please select the rating that most accurately represents what was observed.

1 = Strongly Agree      2 = Agree      3 = Disagree      4 = Strongly Disagree      N/A = Not Applicable

#### A. SUBJECT MATTER AND INSTRUCTION

- \_\_\_\_\_ 1. The instructor stated the purpose of the class at the beginning of the period.
- \_\_\_\_\_ 2. The purpose for each activity (lecture, discussion, etc.) of the class period was clear.
- \_\_\_\_\_ 3. The class presentation appeared carefully planned, organized, and flowed coherently.
- \_\_\_\_\_ 4. The instructor presented material and used language that was appropriate for the level of the course.
- \_\_\_\_\_ 5. The instructor posed questions that required simple recall of facts or terminology and questions that required more complex, critical thought.

- \_\_\_\_\_ 6. The instructor posed follow-up questions when students provided superficial or preliminary answers to questions.
- \_\_\_\_\_ 7. The instructor employed various teaching strategies and learning activities.
- \_\_\_\_\_ 8. The instructor connected new material to prior learning.
- \_\_\_\_\_ 9. The instructor used audio-visual and other teaching materials effectively.
- \_\_\_\_\_ 10. The instructor used time effectively.
- \_\_\_\_\_ 11. The instructor provided appropriate closure to the class period.

Please give examples of effective teaching strategies that the instructor employed that were effective (or ineffective):

## **B. RAPPORT WITH STUDENTS**

- \_\_\_\_\_ 1. The instructor encouraged students to ask questions and make contributions.
- \_\_\_\_\_ 2. The instructor listened attentively and responded appropriately to the students' contributions.
- \_\_\_\_\_ 3. The instructor answered the students' questions clearly and accurately.
- \_\_\_\_\_ 4. The instructor encouraged students by giving positive feedback and supportive non-verbal cues.
- \_\_\_\_\_ 5. The instructor attempted to keep the students engaged throughout the class period.

Please describe the climate in the classroom and give examples of specific techniques that the instructor used (or neglected to use) to build rapport with students:

## CLASSROOM VISITATION FOLLOW UP

### **For the Instructor**

Once you have reviewed the feedback provided by the observer, please complete the following:

Indicate whether or not you would like a one-on-one meeting with the observer to discuss this visitation.

\_\_\_\_\_ Yes, I would like to meet                      \_\_\_\_\_ No, I do not think it is necessary to meet

*I have read this visitation report. My signature reflects neither agreement nor disagreement with anything stated here. I may choose to write comments of my own in response within one week.*

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*Signature of Instructor*

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Date

If you would like a chance to comment or respond to the feedback provided by the observer, you may do so here or you may attach additional sheets. This is voluntary.

*Response/Comments from Instructor:*