

National College of Business & Technology

Administrative Instructor Evaluation 053

First Initial and Last Name

B M C N A M A R A

Course Number

C O M 2 5 4



Please choose your campus:

- | | | | | |
|---------------------------------------------------|----------------------------------------------|-----------------------------------------|-------------------------------------------|----------------------------------------|
| <input type="checkbox"/> Bluefield, VA | <input type="checkbox"/> Charlottesville, VA | <input type="checkbox"/> Danville, VA | <input type="checkbox"/> Harrisonburg, VA | <input type="checkbox"/> Lynchburg, VA |
| <input type="checkbox"/> Martinsville, VA | <input type="checkbox"/> Roanoke, VA | <input type="checkbox"/> Tri-Cities, VA | <input type="checkbox"/> Nashville, TN | <input type="checkbox"/> Danville, KY |
| <input type="checkbox"/> Florence, KY | <input type="checkbox"/> Lexington, KY | <input type="checkbox"/> Louisville, KY | <input type="checkbox"/> Pikeville, KY | <input type="checkbox"/> Richmond, KY |
| <input checked="" type="checkbox"/> Knoxville, TN | <input type="checkbox"/> Greater Dayton | <input type="checkbox"/> Cincinnati, OH | <input type="checkbox"/> Indianapolis, IN | |

Evaluator: This form should be used as a tool to evaluate the effectiveness of the instructor in the classroom. Please complete this form during your classroom visit. Once completed, please share this form with your instructor. One copy should be retained in the instructor's file and one should be mailed to the payroll department in the Administrative Service Center.

A. Oratory Skills

	Needs Improvement	Average	Above Average	Excellent	Not Applicable
1. The instructor speaks distinctly and clearly.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The instructor speaks in a logical manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The instructor maintains focus on learning objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. The instructor speaks in a comprehensible manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. The instructor uses the appropriate inflection and speed.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Overall, the instructor's oratory skills were	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

B. Personality and Poise

	Needs Improvement	Average	Above Average	Excellent	Not Applicable
7. The instructor displays a positive attitude.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. The instructor has a pleasant disposition.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. The instructor is courteous to students.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. The instructor maintains eye contact with the class.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11. The instructor has a good sense of humor.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. The instructor displays confidence when teaching.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13. Overall, the instructor's poise was	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

C. Assignments

	Needs Improvement	Average	Above Average	Excellent	Not Applicable
14. The instructor is clear and explicit in his/her instructions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15. The amount of work assigned is appropriate in quantity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16. The assignments are relevant to the subject matter.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

D. Knowledge of Subject Matter

	Needs Improvement	Average	Above Average	Excellent	Not Applicable
17. The instructor displays a thorough understanding of the subject matter.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
18. The instructor relates the material to practical situations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
19. The instructor applies the material to present day life.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20. The instructor is able to explain and answer questions asked of him or her.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
21. The instructors overall knowledge is appropriate to the course being taught.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Limited because
it was a review

E. Questioning	Needs Improvement	Average	Above Average	Excellent	Not Applicable
22. The instructor avoids leading questions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
23. The instructor asks thought provoking questions. <i>"why do we do it this way" ask what questions?</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. The instructor asks the appropriate number of questions.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. The instructor distributes questions evenly among students. <i>To the whole class</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. The instructor is a good listener.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27. Overall, the instructor's ability to question is	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

F. Teaching Procedures	Needs Improvement	Average	Above Average	Excellent	Not Applicable
28. The instructor arrived on time for the class. <i>ARRIVED BEFORE</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29. The instructor is prepared for class. <i>HAD MATERIALS</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
30. The instructor is fair to all students. <i>COULD NOT TELL</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
31. The instructor uses visual aids. <i>personal example put on each person's computer</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
32. The instructor is creative and enthusiastic.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33. The instructor shows concern and interest in students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
34. The instructor summarizes and emphasizes points in his or her lecture. <i>ENCOURAGED students "IF you can ... ACE FINAL"</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
35. The instructor shows a clear agenda for the class period. <i>STATED THIS IS IMPORTANT well done</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

G. Classroom Administration	Needs Improvement	Average	Above Average	Excellent	Not Applicable
36. The instructor encourages student participation. <i>Ask for student input for items student's wanted to review</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37. The instructor guides and directs without dominating.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
38. The instructor shows concern for student's progress. <i>COULD NOT TELL DURING OBSERVATION</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
39. The instructor encourages students to think for themselves. <i>Lecture was a review of concepts</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
40. The instructor stays focused and remains on the subject matter.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
41. The instructor maintains control of the class. <i>All student's were following a plan</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
42. The instructor's overall classroom administration skills are	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

H. Comments Evaluator Please PRINT any comments that you feel are necessary below.

*objectives on the whiteboard, Wrote & explained, Gave an excellent introduction for an example, used personal grade sheet gave to students Good job of leading student's through the example * Speak louder * would like to see call on student directly*

I. Review and Signatures

Date of this review 5-18-2005

Date that this form was shared with faculty member 5-19-2005

Barry K. Gregg

Faculty Member's Signature

Date Sent to ASC

Barry K. Gregg

Evaluator's Printed Name

Barry K. Gregg

Evaluator's Signature