On-Site Evaluation Instructor Observation Checklist

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<tr>
<th>Instructor Being Observed</th>
<th>Date</th>
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<tr>
<th>Time Observation Began</th>
<th>Time Observation Ended</th>
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NOTE: The ICPE must spend at least 30 minutes observing class. Use a separate form for EACH class observed.

Type of Class (Select One) | Class Description
---|---
☐ Classroom/Academic Learning | Subject Taught & Level of Students:
☐ Practical | Subject of Practical Application:
☐ Student Salon/Clinic | Relevant Comments, if applicable:

Instructions: Check each item that applies below and write any additional comments in the box:

Teacher Preparation
☐ Lesson plan followed
☐ Audio/visual aids used
☐ Handouts prepared, if applicable
☐ Work area organized
☐ Knowledge of subject matter demonstrated

Classroom Management
☐ Students attentive
☐ Students took notes
☐ Instructor circulated
☐ Environment interactive
☐ Environment student-centered

Test Administration, if applicable
☐ Review session conducted
☐ Test was administered
☐ Test was graded in class
☐ Re-taught as needed

Student Salon Observation
☐ Instructor circulated
☐ Environment interactive
☐ Environment both student and client-centered
☐ Underlying theory provided as needed

Teacher Professionalism
☐ Appearance
☐ Attitude
☐ Re-taught as needed

Additional Comments: