

## CLASSROOM VISIT EVALUATION FORM

Instructor: \_\_\_\_\_ Visitor: \_\_\_\_\_

Title of Class: \_\_\_\_\_ Date of Visit: \_\_\_\_\_

This evaluation sheet suggests areas where positive or negative comments are appropriate in some classes. If an area does not apply to this particular class, please feel free to skip it.

- a. Preparation: Is this particular class a coherent part of the planned sequence of the course? Is the instructor prepared? Is the time used effectively?
  
- b. Content: Is the level of material presented appropriate to the class? Is the class intellectually challenging and stimulating?
  
- c. Organization: Is material presented in an orderly, understandable fashion?
  
- d. Delivery: Does the instructor communicate well with students? Are there physical or verbal mannerisms that bear comment?
  
- e. Student response: Are students attentive to what is going on? e.g., Do students enter discussion and take notes at appropriate times?
  
- f. Additional Comments: Please compare this class with other classes at Centre which you have observed.

## COURSE EVALUATION FORM

Instructor: \_\_\_\_\_ Course: \_\_\_\_\_ Date: \_\_\_\_\_

This evaluation form gives you the opportunity to express views about the course and the way it was taught. As you complete the form, please be specific in your answers and give examples where possible. Thank you.

1. What is your carefully considered judgment of the instructor's effectiveness as a teacher? Note such things as command of subject, clarity, liveliness of presentation, thoroughness, encouragement of student involvement in the learning process, etc.
  
2. How did this course help refine your skills in writing, critical thinking, analyzing, speaking, etc.?
  
3. Was the instructor fair in grading policies, and clear in stating requirements, objectives, and expectations?
  
4. Was the instructor willing to help and responsive to questions?
  
5. Do you have suggestions for changing the content or methods of instruction in this course?
  
6. Optional question supplied by your instructor:

(over – please complete the back of this form)

7. You are enrolled in this course because it is: \_\_\_\_\_ a general requirement

- a major requirement  
 a minor requirement  
 an elective
8. The grade you expect in this course will:
- lower your GPA  
 not change your GPA  
 increase your GPA
9. You were absent:
- never  
 1-2 times  
 3-4 times  
 more often
10. The work in this course in relation to other courses of equal level and credit is:
- much lighter  
 lighter  
 about the same  
 heavier
11. The instructor returns work to students within a reasonable amount of time:
- Yes  
 No
12. The instructor was genuinely concerned with your progress:
- Yes  
 No
13. Rate the text(s) for this course:
- excellent  
 appropriate  
 unnecessary  
 poor
14. (a) Check the special learning opportunities and experiences offered in this course:
- paper(s)  
 laboratory  
 paper conference(s)  
 oral presentation(s)  
 field trip(s)  
 help sessions  
 audio-visual aids  
 computer use

(b) Specific comments about these experiences:

General Comments:

## GENERAL EDUCATION COURSES EVALUATION FORM

Instructor: \_\_\_\_\_ Course: \_\_\_\_\_ Date: \_\_\_\_\_

The first five questions ask you to evaluate the course in terms of the criteria established by the College for general education courses. We are interested in discovering how closely each course followed the guidelines. Please be specific in your answers and give examples where possible.

1. How well did the course deal with the key events, persons, ideas, and methods fundamental to the subject(s)?
  
2. How did this course encourage you to think in a variety of ways, i.e., analytically, logically, synthetically, creatively?
  
3. In what ways did this course include active modes of learning, such as oral reports, class projects, discussion, and dialogue?
  
4. How much writing was required in this course? Beyond the obvious emphasis on content, were clarity, style, word usage, and grammar important considerations in the evaluation of your written work?
  
5. In what ways did the course show relationships to wider social issues and to personal choices and values? Please give examples.
  
6. Do you have suggestions for changing the content or methods in this course?
  
7. What is your carefully considered judgment of the instructor's effectiveness as a teacher? Note such things as command of subject, clarity, liveliness of presentation, thoroughness, etc.

(Over—please fill out the back of this form)

8. Was the instructor fair in grading polices, and clear in stating requirements, objectives, and expectations?

9. Optional question supplied by your instructor:

10. The grade you expect in this course will:

- lower your GPA
- not change your GPA
- increase your GPA

11. You were absent:

- never
- 1-2 times
- 3-4 times
- more often

12. The work in this course in relation to others is:

- much lighter
- lighter
- about the same
- heavier

13. The instructor returns work to students in a reasonable amount of time:

- Yes
- No

14. The instructor was genuinely concerned with your progress:

- Yes
- No

15. Rate the texts for this course:

- Excellent
- Appropriate
- Unnecessary
- Poor

General Comments:

## APPLIED MUSIC EVALUATION FORM

Term: \_\_\_\_\_

Course: \_\_\_\_\_

Teacher: \_\_\_\_\_

Instrument: \_\_\_\_\_

1. Please describe the aspects of your applied lessons that you most enjoyed this term.
  
2. Please describe areas in which you would like to see improvement or change in this ensemble and possible ways to institute these changes or improvements.
  
3. Do you feel that the instructor effectively approached the goals outlined in the syllabus and/or learning agreement?
  
4. Was the instructor fair in grading policies and clear in his or her expectations with regard to this plan?
  
5. What did you do to contribute to make this plan more effective and/or more successful? How much did you practice outside the class? How often did you miss class? Other?
  
6. Please describe the degree to which you were challenged and/or encouraged to exert your best effort in this class.

Please return this form to the Grant Hall secretary.

## ATHLETICS/HEALTH AND HUMAN PERFORMANCE COURSE EVALUATION FORM

Instructor: \_\_\_\_\_ Course: \_\_\_\_\_ Date: \_\_\_\_\_

This evaluation form gives you the opportunity to express views about the course and the way it was taught. As you complete the form, please be specific in your answers and give examples where possible. Thank you.

1. What is your carefully considered judgment of the instructor's effectiveness as a teacher?  
Note such things as command of subject, clarity, liveliness of presentation, thoroughness, encouragement of student involvement in the learning process, etc.
  
2. What are some of the specific skills you learned in this course?
  
3. Was the instructor fair in grading policies, and clear in stating requirements, objectives and expectations?
  
4. Was the instructor willing to help and responsive to questions?
  
5. Do you have suggestions for changing the content or methods of instruction in this course?
  
6. Optional question supplied by your instructor:
  
7. You are enrolled in this course because it is:  a general requirement  
 an elective

8. You were absent:  never  
 1-2 times  
 3-4 times  
 more often
9. The work in this course in relation to other PE courses is:  much lighter  
 lighter  
 about the same  
 heavier
10. The instructor was helpful with individual feedback in skill development:  Yes  
 No
11. The instructor was genuinely concerned with your progress:  Yes  
 No
12. The instructor returns work to students within a reasonable length of time:  Yes  
 No
13. Rate the text(s) for this course:  
Comments:  excellent  
 appropriate  
 unnecessary  
 poor  
 no textbook was used
14. (a) Check the specific learning opportunities and experiences offered in this course:  paper(s)  
 practice of skills  
 written tests  
 help sessions  
 audio-visual aids  
 computer use
- (b) Specific comments about these experiences:

General Comments:

## COURSE EVALUATION – CHORAL ENSEMBLES

Course: \_\_\_\_\_ Term: \_\_\_\_\_

Conductor: \_\_\_\_\_ Enrollment: \_\_\_\_\_

1. Rate the conductor's strengths:

1) excellent                      2) good                      3) fair                      4) unsatisfactory

\_\_\_\_\_ clarity of conducting  
 \_\_\_\_\_ vocal instruction/coaching  
 \_\_\_\_\_ focus and plan of rehearsal  
 \_\_\_\_\_ discipline during rehearsal  
 \_\_\_\_\_ singer motivation  
 \_\_\_\_\_ musical/expressive ideas  
 \_\_\_\_\_ sensitivity to other demands on singers

2. How effective is the instructor overall in this ensemble?

3. What aspect(s) of being in this ensemble do you regard as the most important and/or do you like the best?

4. Do you have suggestions for making this group function more efficiently and/or more professionally?

5. Would you like to do more performances—especially off-campus? If so, would your schedule allow for them?

6. Were the rehearsal times convenient and/or a good compromise? Can you suggest better times?

7. Would you like to have section leaders? What role or roles could they play?

8. Would you like this group to be smaller or larger? Why?

9. List the one or two pieces you liked best this term.

10. List the one or two pieces you liked least.

Your Participation

11. I was absent: \_\_\_\_\_ 0-2 times  
 \_\_\_\_\_ more often

12. I was late: \_\_\_\_\_ 0-2 times  
 \_\_\_\_\_ more often

13. I challenged myself to be a leader  
 in my section: \_\_\_\_\_ usually  
 \_\_\_\_\_ sometimes  
 \_\_\_\_\_ rarely

14. Rate as (1) greatly improved, (2) somewhat improved, (3) not changed:

1. My sight reading: \_\_\_\_\_

2. My tone quality: \_\_\_\_\_

3. My rhythmic sense: \_\_\_\_\_

4. My vocal range: \_\_\_\_\_

5. My intonation (singing in tune): \_\_\_\_\_

6. My understanding of musical style: \_\_\_\_\_

7. Other: \_\_\_\_\_

15. Comments:

## Drama Centre Production Evaluation Form

Production: \_\_\_\_\_

Director/Designer: \_\_\_\_\_  
(circle which apply)

Term: \_\_\_\_\_

Date: \_\_\_\_\_

*Please answer the following questions the best you can. If you have no opinion, or a question does not apply to you, please leave it blank.*

In what way was this production a learning experience for you? How did taking part enhance your liberal arts education?

How effectively did either the designer or director communicate his/her ideas and concepts to you?

Was your creative input solicited and respected? Give examples.

(For designer evaluation)

How effective was the designer's organizational style? Was time used well in work calls?

(For director evaluation)

How effectively did the director organize rehearsal time? Did rehearsals run smoothly?

Was the amount of work more than you expected, less than you expected, or near what you expected?

In what ways did you grow as an artist?

Give one suggestion as to how the process might be improved.

If you were available, would you accept a production position (cast or crew) in the future? If not please give reasons.

Do you have suggestions for future productions?

Do you have any comments on the student crew heads- Stage managers, student designers, etc.?

Any other comments from this experience you would like to share:

Return to: \_\_\_\_\_

By: \_\_\_\_\_

## ENSEMBLE EVALUATION FORM

Term: \_\_\_\_\_

Course: \_\_\_\_\_

Teacher: \_\_\_\_\_

Ensemble: \_\_\_\_\_

7. Please describe the aspects of your ensemble that you most enjoyed this term.
  
  
  
  
  
  
  
  
  
  
8. Please describe areas in which you would like to see improvement or change in this ensemble and possible ways to institute these changes or improvements.
  
  
  
  
  
  
  
  
  
  
9. Do you feel that the instructor effectively approached the goals outlined in the syllabus and/or learning agreement?
  
  
  
  
  
  
  
  
  
  
10. Was the instructor fair in grading policies and clear in his or her expectations with regard to this plan?
  
  
  
  
  
  
  
  
  
  
11. What did you do to contribute to make this plan more effective and/or more successful?  
How much did you practice outside the class? How often did you miss class? Other?
  
  
  
  
  
  
  
  
  
  
12. Please describe the degree to which you were challenged and/or encouraged to exert your best effort in this class.



8. Were the lab exercises challenging and interesting?
9. Was the time allotted for the exercises adequate and effectively used?
10. Were the lab handouts/manual clearly written and helpful?
11. Was the equipment provided sufficient and in good working order?
12. Before taking this lab, your feelings  
toward this subject could be described as  Interested  
 Indifferent  
 Reluctant
13. Having taken this lab, your interest has:  Increased  
 Remained the same  
 Decreased

Additional Comments:

FACULTY ACTIVITY SUMMARY  
CALENDAR YEAR \_\_\_\_\_

Name \_\_\_\_\_

Please submit an original and one copy of your activity summary, the narrative on your professional goals, and a current résumé to Dean Ward by Monday, February 2, 2004. You may email your report to Linda at warrenl@centre.edu.

**I. Teaching Activities**

A. Courses taught. List the course number, credit hours, and student counts for each course taught during the past year for which you receive teaching credit. For the purposes of this form, please list "regular" courses separately from laboratory courses, drama productions, etc.

Winter 2003

<u>Course Number</u>	<u>Cr. Hr.</u>	<u>Course Enrollment</u>	<u>Lab Courses/ Drama Centre</u>	<u>Lab Enrollment</u>
_____	_____	_____	_____	_____

Spring 2003

<u>Course Number</u>	<u>Cr. Hr.</u>	<u>Course Enrollment</u>	<u>Lab Courses/ Drama Centre</u>	<u>Lab Enrollment</u>
_____	_____	_____	_____	_____

Fall 2003

<u>Course Number</u>	<u>Cr. Hr.</u>	<u>Course Enrollment</u>	<u>Lab Courses/ Drama Centre</u>	<u>Lab Enrollment</u>
_____	_____	_____	_____	_____

<u>Total No. of Courses</u>	<u>Total No. of Credit Hours</u>	<u>Total Enrollment</u>	<u>No. of Labs/ Credit Hrs./Enrollment</u>
_____	_____	_____	_____

Advisees (as of 12/31/03 )

Major Advisees: \_\_\_\_\_ Underclass Advisees: \_\_\_\_\_

List below Independent Studies, Directed Studies, and research participation with students:

<u>Topic</u>	<u>No. of Students</u>
_____	_____
_____	_____

B. If you taught less than a normal load in 2003 (18 hours), briefly explain the reason:

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C. Comments on teaching assignments (use an additional sheet if necessary):

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II. Scholarly and Professional Activities:

A. Professional meetings that you attended last year:

B. Programs or panels in which you participated last year:

C. Provide citations for scholarly papers, books, or reviews published last year (if you have electronic publications, please cite the URL and details):

D. Research/professional development in which you have been involved during 2003:

E. Other activities that you feel have contributed to your professional growth in 2003:

F. Comments on scholarly activities:

III. **College and Community Service**

A. Committee assignments (2003 Winter, Spring, Fall):

B. Other official College activities:

C. Activities in which you have participated that have contributed to the community or other levels (consultation, committee work, lectures, etc.):

D. Other comments: