

Non-tenured Faculty Teaching Observation

Syllabus Worksheet (for classroom, lesson and rehearsal observations)

This form is provided to focus attention on qualities that represent good teaching as defined by the College of Music. It is for individual committee member use only and need not be submitted.

Instructor: _____ **Reviewer:** _____ **Date:** _____

<p><u>Completeness</u> Necessary Information Included Course Information; Instructor Information; Course Readings Information; Goals and Objectives of Course; Grading, Late Work, Misconduct Policies; Absence, Tardiness Policy; Accommodations for Special Needs; Calendar of Activities/Assignments and Due Dates;</p>	
<p><u>Clarity of Information</u> Rights and Responsibilities, and Consequences are Delineated; Information is Internally Consistent; Information is Consistent With University Policy;</p>	
<p><u>Appropriateness of Tone</u> Motivational; Promotes Rapport Between Faculty and Student; Communicate Challenge;</p>	
<p><u>Professional Appearance</u> Well formatted; Correct Spelling and Grammar;</p>	
<p><u>Currency of Content</u> Portrays Current State of the Field; Readings/Materials Reflect Latest Research and Scholarship;</p>	
<p><u>Fit within Curriculum</u> Expectations of course fulfilled; Matches Catalog Description</p>	
<p><u>Level of Challenge</u> Assignments/Reading are Appropriate; Course Goals are Appropriate;</p>	
<p><u>Pacing</u> Course calendar is Realistic; Content is Appropriate for Time Allotted; Appropriateness of Due Dates for Assignments/Tests;</p>	
<p><u>Testing and Grading</u> Feedback is Timely and Appropriate; Fairness of Grading/Attendance Policies;</p>	
<p><u>Student-focused</u> Availability of Instructor; Activities portray concern for active student engagement</p>	