



Source of Data: In-Class Observation

**Instructor Evaluation Form**

Center: \_\_\_\_\_  
 Instructor: \_\_\_\_\_  
 Evaluator: \_\_\_\_\_

Date: \_\_\_\_\_  
 Time: \_\_\_\_\_  
 Program: \_\_\_\_\_

Notes: An average rating of 3 is the goal for a satisfactory evaluation.  
 Not Observed (N/O) does not reduce the average rating.  
 All instructors are welcome to contact the center director with questions after the results are posted.

Evaluation based on the scale of 1 to 5 for how well the instructor meets the criteria outlined below.

	Far Below 1	Below 2	Meets 3	Exceeds 4	Far Exceeds 5	Not Observed N/O
1. Instructor demonstrates expert knowledge of English and the subject matter with accurate and expansive information beyond the textbook.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Learning objectives as outlined in lesson plans (TRP) are clearly connected to both the lesson being taught and the course syllabus. Instructor is using the TRP (which is open for the entire lesson) to guide instruction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Class is well organized and sequenced (e.g., warm-up/overview at the beginning of the lesson/key point and a logical linkage between learning points and resources).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Instructor uses relevant and sufficient examples that support the concepts being presented, including the TRP teaching points along with highlighted applications and connections to other concepts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Instructor uses a variety of approaches to address multiple learning styles and provides appropriate supervision during practice activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Instructor demonstrates a student-centered focus, including use of positive and effective error correction, active listening, coaching, and facilitation of discussion.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Instructor encourages student involvement in class, including questions that encourage participation, activities that engage students, and methods that check for student understanding.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Instructor uses resources appropriately to achieve the learning objective in the presentation, practice, or production stage (e.g., a variety of audio and/or visual aids to enhance presentation, the inlingua course book resources, inlingua Resource Sheets, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Instructor demonstrates excellent English proficiency (including clear and understandable pronunciation) and teaches in English, the target language.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Instructor emphasizes functional learning through spoken communication (i.e., high STT and low TTT as well as avoiding lectures, lengthy note-taking, and writing on the board). Student book is kept closed unless actively using an activity within it.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Instructor uses verbal content consistent with the focus of training, including proper grammar, word selection, and usage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Instructor manages the classroom effectively and in compliance with school policies (e.g., no food in any room, no open drinks near computer equipment, no smartphones/tablets/electronic devices unless part of the activity, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Evaluator's Signature: \_\_\_\_\_