

Reading and Writing Lab Observation Form

TO BE COMPLETED BY OBSERVING MEMBER OF EVALUATION TEAM

Instructor being evaluated: _____ Observing member of Evaluation Team: _____

Room: _____ Time: _____ Date of visit: _____

of students served: _____ # of students present: _____

Scale: 4 Strongly Agree 3 Agree 2 Disagree 1 Strongly Disagree N/A Not Applicable

Teaching and Methodology	4	3	2	1	N/A	Comments
The instructor introduces themselves and asks student questions to fully understand the student's needs (asks questions regarding the course, assignment, sources previously consulted, etc.)						
The instructor's responses to the student's questions are clear and organized.						
The instructor encourages student participation and questions.						
The instructor creates an environment that encourages students to be intellectually engaged and think critically.						
The instructor models reading or writing techniques for the student without directly editing the student's writing.						

Reading and Writing Lab Observation Form

Teaching and Methodology	4	3	2	1	N/A	Comments
The instructor effectively uses supporting materials to clarify subject matter topics, such as but not limited to handouts, websites, demonstrations, exercises, etc.						
The instructor demonstrates respect and equity-mindedness in working with students of diverse racial and ethnic backgrounds, genders, sexual orientations, skill levels, and abilities.						
The instructor displays currency and expertise in their discipline.						
The instructor checks student understanding of their feedback.						
The instructor monitors the learning environment and recognizes who might require assistance, managing multiple needs appropriately.						
The instructor works with the student to identify the student's next steps and what they should work on independently after the tutoring session.						
Summary of Observations/Additional Comments:						