UC RIVERSIDE | Academic Personnel Office

CLASS VISITATION REPORT

Visitor: _____ Lecturer Visited: _____ Date: _____

Course No. and Title: _____

Date of pre-visit conference: _____ Date of classroom visit: _____

No. of students enrolled: _____ No. of students in class: _____ Duration of visit: _____

INSTRUCTIONAL PREPARATION

1. Using the information obtained at the pre-visit conference, describe and evaluate the instructor's plan for this course. Comment on the syllabus, handouts, assigned text(s) and readings as well as the instructor's statements about this course.

Evaluation: N/A – Not Applicable 1 – Poor 2 – Well below average 3 – Below average
4 – Average 5 – Above average 6 – Well above average 7 – Excellent

	N/A	1	2	3	4	5	6	7
Syllabus	☐	☐	☐	☐	☐	☐	☐	☐
Handouts	☐	☐	☐	☐	☐	☐	☐	☐
Assigned Text	☐	☐	☐	☐	☐	☐	☐	☐
Readings	☐	☐	☐	☐	☐	☐	☐	☐
Overall organization of course	☐	☐	☐	☐	☐	☐	☐	☐

INSTRUCTIONAL PERFORMANCE

2. Describe and evaluate the class visited.

Evaluation: N/A – Not Applicable 1 – Poor 2 – Well below average 3 – Below average
4 – Average 5 – Above average 6 – Well above average 7 – Excellent

	N/A	1	2	3	4	5	6	7
Instructor's command of subject matter	☐	☐	☐	☐	☐	☐	☐	☐
Ability to communicate with students	☐	☐	☐	☐	☐	☐	☐	☐
Quality of presentation (clarity, professionalism)	☐	☐	☐	☐	☐	☐	☐	☐
Organization of class	☐	☐	☐	☐	☐	☐	☐	☐
Interest of students	☐	☐	☐	☐	☐	☐	☐	☐
Level of presentation of material	☐	☐	☐	☐	☐	☐	☐	☐

NARRATIVE COMMENTS

3. On additional pages, please add any relevant or appropriate narrative comments concerning the Lecturer's instructional preparation and performance. Please comment on any instructional enhancements or innovative teaching methods used by the Lecturer. Please offer an overall evaluation of the Lecturer's strengths and weaknesses.