



CIS Instructor Classroom Pre-Observation Information

To be filled out by the CIS Instructor prior to the classroom observation.

_____	_____	_____	_____	_____
Course #	Course Title	Credits	Lecture	Lab
CIS Instructor _____		Date _____		
High School _____		# of CIS Students Enrolled _____		

What are the objectives of this lesson?

Describe how the objectives are to be accomplished (lecture, demonstration, discussion, laboratory experience, etc.):

How are you going to know if you have reached your intended outcomes or objectives?

Are there any special circumstances the collaborator should be aware of before the class begins?

- No
- Yes - Explain:

Describe where you are in this unit of study (introduction, middle or culminating activity). Explain.

Instructional Topics for Discussion

Suggested topics for site visit discussion.

- **SUBJECT MATTER CONTENT**
(good command and knowledge of subject matter; demonstrates breadth and depth of mastery, presented material at college-level for students)
- **ORGANIZATION**
(organizes subject matter; evidences preparation; is thorough; states clear objectives; emphasizes and summarizes main points, meets class at scheduled time, regularly monitors on-line course)
- **RAPPORT / INTERACTION**
(holds interest of students; is respectful, fair, and impartial; provides feedback, encourages participation; interacts with students, shows enthusiasm, ask questions to monitor student understanding, restating questions and answers when necessary)
- **TEACHING METHODS**
(uses relevant teaching methods, aids, materials, techniques, and technology; includes variety, balance, imagination, group involvement; uses examples that are simple, clear, precise, and appropriate; stays focused on and meets stated objectives)
- **PRESENTATION**
(establishes online course or classroom environment conducive to learning; maintains eye contact; uses a clear voice, strong projection, proper enunciation, and Standard English)
- **MANAGEMENT**
(uses time wisely; attends to course interaction; demonstrates leadership ability; maintains discipline and control; maintains effective e-platform management)
- **SENSITIVITY**
(sensitivity to students' personal culture, gender differences and disabilities, responds appropriately in a non-threatening, pro-active learning environment)
- **PHYSICAL ASPECTS OF CLASSROOM (optional)**
(location and physical attributes of classroom, number of students in attendance, layout of room, distractions if any; list any observations of how physical aspects affected content delivery)



COLLEGE IN THE SCHOOLS

CIS Instructor Classroom Post-Observation Summary

To be filled out by both the CIS Collaborator & CIS Instructor after the classroom observation.

CIS Instructor _____ High School _____

_____	_____	_____
Course #	Course Title	Credits

CIS COLLABORATOR'S COMMENTS:

CIS INSTRUCTOR COMMENTS:

CIS Collaborator Signature Date

CIS Instructor Signature Date