



Evaluation of Graduate Student Teaching

For graduate students electing to meet a portion of their teaching requirement through guest lecturing, at least one guest lecture will be evaluated. The teaching evaluation will provide formal feedback to guest lecturers to help them develop as teachers and serve as documentation of teaching effectiveness that can be included in future job applications. **The faculty instructor for the course will be responsible for serving as the teaching evaluator.**

Guidelines for Evaluation of Graduate Student Teaching

1. Prior to the lecture, the student must complete the **Preparation for Visit Form**. The form provides a brief written overview of the lecture, the material to be covered, and the format to be used.
2. The student will contact the evaluator and arrange meeting time to review the **Preparation for Visit Form** and to create a timeline for the evaluation process.
3. The evaluator must use the Departmental Student Teaching Evaluation forms in her/his assessment.
4. The evaluator should plan to be in attendance before the class begins and after the class is over. However, if the faculty evaluator cannot be present, the class can be videotaped.
5. The evaluator must provide a copy of the completed **Classroom Observation Form** to the student within 14 days of the lecture.
6. The student must complete the **Reflection on Evaluation Form** within 10 days of receiving the **Classroom Observation Form**.
7. The evaluator and student will meet a final time to discuss the evaluation. During this meeting the evaluator and student will complete and sign the **Signature Page**.
8. The completed **Preparation for Visit Form, Classroom Observation Form, Reflection on Evaluation Form** and **Signature Page** will be forwarded to the Clinical or Experimental Psychology Program Director who will maintain an electronic copy.

Preparation for Visit Form

To be completed by the Instructor Prior to the Classroom visit

Name of Graduate Student	
Name of Evaluator	
Course Number and Title	
Date of Lecture	
Date of Post Observation Meeting	
Description/Title of Lecture Topic	
Aims of the lecture to be observed and evaluated, and how these aims fit within the larger aims of the course:	

Lecture Observation Form

To be completed by the evaluator following the visit

- 0 = skill was not observed in the lecture.
 1 = skill was demonstrated, but needs some work.
 2 = skill was demonstrated, and was satisfactory.
 3 = skill was demonstrated, and was excellent.
 "NA" means Not Applicable.

Instructor Presentation Skills		
Instructional Skill	Rating	Comments
The instructor's voice was easily heard.		
The instructor changed intonation to stress points, hold interest.		
The instructor's presentation style was inviting and engaging.		
The instructor provided an outline or overview at the beginning of class.		
The instructor was well prepared for the session.		
The explanations of concepts were clear and unambiguous.		
The instructor was enthusiastic during session.		
The instructor maintained a focus and a flow of the lesson.		
Student Interaction Skills		
Instructional Skill	Rating	Comments
The instructor elicited questions and comments from students.		
The instructor responded to student questions and comments appropriately (e.g. expanding, elaborating, redirecting, recasting)		
The instructor encouraged/reinforced student questions and comments.		
The pace of instruction was appropriate for the level of students in the class.		

The instructor encouraged student engagement and attention.		
The instructor responded to nonverbal cues of confusion and/or student interest		
Lecture Organization Skills		
Instructional Skill	Rating	Comments
The instructor provided an outline or overview at the beginning of class.		
The instructor demonstrated command of the lecture subject material		
Cited appropriate authorities and studies to support statements		
The presentation of material was logical and organized.		
Important concepts were clearly signaled.		
Transitions between topics created flow and cohesion.		
The instructor made effective use of relevant examples.		
The use of media was appropriate (blackboards, pwrpnt, other)		
The instructor provided an end-of- lesson summary.		
Class session was intellectually stimulating.		

Quality of the Student Learning Experience and Suggestions for Development
Points of Good Practice
Other Comments/Suggestions

Student's Reflection on Evaluation Form

To be completed by the student following to receipt of the Classroom Observation Form

Reflection on Achievement: To what extent do you feel you achieved the goals of the session?

Reflection on Planning: Did everything in the session go as planned? If not, why?

Reflection on Evaluators Evaluation: Were the comments fair? Did anything surprise you? What actions will you take to follow up any suggestions for improvement?

Signature of Student

Date

Signature of Evaluator

Date