



## Worksite Observations Evaluation Form: Teaching

Employee: \_\_\_\_\_ Evaluator: \_\_\_\_\_

Course and Section #: \_\_\_\_\_ Semester and Year: \_\_\_\_\_

Number of students in attendance: \_\_\_\_\_

Scheduled Start Date/Time: \_\_\_\_\_ Start Date/ Time of Evaluation: \_\_\_\_\_

Scheduled End Date/Time: \_\_\_\_\_ End Date/Time of Evaluation: \_\_\_\_\_

	Rating		Provide Examples
1. The instructor demonstrates knowledge of the subject matter and currency in the field.	Excellent		
	Satisfactory		
	Needs Improvement		
	Unsatisfactory		
2. Class activities demonstrate effective preparation and planning for instruction, including laboratories, clinics, etc.	Excellent		
	Satisfactory		
	Needs Improvement		
	Unsatisfactory		
3. Content covered in class appropriately addresses course curriculum.	Excellent		
	Satisfactory		
	Needs Improvement		
	Unsatisfactory		
4. Instructor uses appropriate teaching materials and methods that challenge students to grow.	Excellent		
	Satisfactory		
	Needs Improvement		
	Unsatisfactory		

5. The instructor provides an environment conducive to student learning.	Excellent		
	Satisfactory		
	Needs Improvement		
	Unsatisfactory		
6. Instructor uses teaching techniques that challenge and engage students in the class activity (lecture, discussion, lab, or other activity).	Excellent		
	Satisfactory		
	Needs Improvement		
	Unsatisfactory		
7. The instructor communicates effectively, explaining key concepts and giving directions clearly, addressing all levels of students in the classroom.	Excellent		
	Satisfactory		
	Needs Improvement		
	Unsatisfactory		
8. The instructor provides a safe and secure environment for all students, ensuring that all students are treated with respect and dignity.	Excellent		
	Satisfactory		
	Needs Improvement		
	Unsatisfactory		
9. The instructor provides a safe and secure environment for all students, ensuring that all students are treated with respect and dignity.	Excellent		
	Satisfactory		
	Needs Improvement		
	Unsatisfactory		
10. The instructor provides an environment in which the dignity and individuality of students are respected, using teaching techniques that are sensitive to the diverse learning styles and educational and cultural background of students.	Excellent		
	Satisfactory		
	Needs Improvement		
	Unsatisfactory		



## Worksite Observations Evaluation Form

**General Comments:**



## Worksite Observations Evaluation Form: Coaching

Employee: \_\_\_\_\_ Evaluator: \_\_\_\_\_

Course and Section #: \_\_\_\_\_ Semester and Year: \_\_\_\_\_

Number of students in attendance: \_\_\_\_\_

Scheduled Start Date/Time: \_\_\_\_\_ Start Date/ Time of Evaluation: \_\_\_\_\_

Scheduled End Date/Time: \_\_\_\_\_ End Date/Time of Evaluation: \_\_\_\_\_

	Rating		Provide Examples
1. Practice started on time.	Excellent		
	Satisfactory		
	Needs Improvement		
	Unsatisfactory		
2. Practice activities demonstrate planning and organization.	Excellent		
	Satisfactory		
	Needs Improvement		
	Unsatisfactory		
3. Coach monitors students and adjusts instruction to meet practice objectives.	Excellent		
	Satisfactory		
	Needs Improvement		
	Unsatisfactory		
4. Verbal and physical coaching strengthened the practice activities.	Excellent		
	Satisfactory		
	Needs Improvement		
	Unsatisfactory		

5. Athletes are engaged and participating in activities.	Excellent		
	Satisfactory		
	Needs Improvement		
	Unsatisfactory		
6. The coach demonstrates expertise in the sport as evidenced by presenting concepts clearly.	Excellent		
	Satisfactory		
	Needs Improvement		
	Unsatisfactory		
7. The coach is responsive to student questions and feedback.	Excellent		
	Satisfactory		
	Needs Improvement		
	Unsatisfactory		
8. The coach's presentation of material conveys enthusiasm, clarity, and sound pedagogy.	Excellent		
	Satisfactory		
	Needs Improvement		
	Unsatisfactory		
9. Multiple coaching modalities are utilized to meet the diversity of student needs.	Excellent		
	Satisfactory		
	Needs Improvement		
	Unsatisfactory		
10. The athletes are treated in a professional manner.	Excellent		
	Satisfactory		
	Needs Improvement		
	Unsatisfactory		



## Worksite Observations Evaluation Form

**General Comments:**



HARTNELL COLLEGE

## Worksite Observations Evaluation Form: Counseling

Employee: \_\_\_\_\_

Evaluator: \_\_\_\_\_

Counseling Section #: \_\_\_\_\_

Semester and Year: \_\_\_\_\_

Date: \_\_\_\_\_

	Rating		Provide Examples
1. Counseling sessions address objectives outlined in the student's informed educational plan.	Satisfactory		
	Needs Improvement		
	Unsatisfactory		
	Did Not Observe		
2. Counseling activities (e.g. career assessments, referral to services, and development of an educational plan) are appropriate to student's needs.	Satisfactory		
	Needs Improvement		
	Unsatisfactory		
	Did Not Observe		
3. Counselor monitors student understanding and adjusts discussion to meet student's needs.	Satisfactory		
	Needs Improvement		
	Unsatisfactory		
	Did Not Observe		
4. Demonstrates clear communication, including effective listening, as well as patience, responsiveness, and respect for the student.	Satisfactory		
	Needs Improvement		
	Unsatisfactory		
	Did Not Observe		

5. Counselor engages the student in active participation and dialog.	Satisfactory		
	Needs Improvement		
	Unsatisfactory		
	Did Not Observe		
6. Counselor demonstrates expertise in the content area as evidenced by appropriate resource materials, transfer guide sheets, etc.	Satisfactory		
	Needs Improvement		
	Unsatisfactory		
	Did Not Observe		
7. Counselor is responsive to student questions and feedback.	Satisfactory		
	Needs Improvement		
	Unsatisfactory		
	Did Not Observe		
8. Counselor's presentation of the material conveys effective preparation and planning.	Satisfactory		
	Needs Improvement		
	Unsatisfactory		
	Did Not Observe		
9. Multiple counseling modalities are utilized to meet the diversity of students needs.	Satisfactory		
	Needs Improvement		
	Unsatisfactory		
	Did Not Observe		
10. Counselor demonstrates professionalism in the counseling session.	Satisfactory		
	Needs Improvement		
	Unsatisfactory		
	Did Not Observe		





## Worksite Observations Evaluation Form

**General Comments:**



Scheduled End Date/Time: \_\_\_\_\_ End Date/Time of Evaluation: \_\_\_\_\_

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1. Demonstrates knowledge of subject area while working with students.	Excellent		
	Satisfactory		
	Needs Improvement		
	Unsatisfactory		
2. Assists students with supplemental support to address specific instructional needs.	Excellent		
	Satisfactory		
	Needs Improvement		
	Unsatisfactory		
3. Demonstrates knowledge of learning resources available to students and ability to match those resources to particular student needs.	Excellent		
	Satisfactory		
	Needs Improvement		
	Unsatisfactory		
4. Demonstrates clear communication, including effective listening, as well as patience, responsiveness, and respect for the student.	Excellent		
	Satisfactory		
	Needs Improvement		
	Unsatisfactory		

5. Provides an environment in which the dignity and individuality of students are respected, and is sensitive to diverse learning styles.	Excellent		
	Satisfactory		
	Needs Improvement		
	Unsatisfactory		
6. The Specialist is responsive to student questions and provides feedback.	Excellent		
	Satisfactory		
	Needs Improvement		
	Unsatisfactory		
7. Multiple instructional modalities are utilized to meet student needs.	Excellent		
	Satisfactory		
	Needs Improvement		
	Unsatisfactory		
8. The Specialist's presentation of the material demonstrates effective preparation and planning.	Excellent		
	Satisfactory		
	Needs Improvement		
	Unsatisfactory		



## **Worksite Observations Evaluation Form**

**General Comments:**



## Worksite Observations Evaluation Form: Librarian

Employee: \_\_\_\_\_ Evaluator: \_\_\_\_\_

Course and Section #: \_\_\_\_\_ Semester and Year: \_\_\_\_\_

Number of students in attendance: \_\_\_\_\_

Scheduled Start Date/Time: \_\_\_\_\_ Start Date/ Time of Evaluation: \_\_\_\_\_

Scheduled End Date/Time: \_\_\_\_\_ End Date/Time of Evaluation: \_\_\_\_\_

	Rating		Provide Examples
1. Uses effective methods of teaching information competency while working with students.	Excellent		
	Satisfactory		
	Needs Improvement		
	Unsatisfactory		
2. Demonstrates the ability to conduct successful reference interviews.	Excellent		
	Satisfactory		
	Needs Improvement		
	Unsatisfactory		
3. Demonstrates knowledge of the library's resources and services, and other instructional support resources and services available to students.	Excellent		
	Satisfactory		
	Needs Improvement		
	Unsatisfactory		
4. Demonstrates knowledge of college's curriculum while working with students, and assists faculty in the integration of library resources into specific curricular areas.	Excellent		
	Satisfactory		
	Needs Improvement		
	Unsatisfactory		

5. Demonstrates best practices and effective performance in the area of responsibility, e.g., technical services, technology, reference, acquisitions, or instruction.	Excellent		
	Satisfactory		
	Needs Improvement		
	Unsatisfactory		
6. Uses effective oral and written communication skills, including effective listening.	Excellent		
	Satisfactory		
	Needs Improvement		
	Unsatisfactory		
7. Demonstrates sensitivity to the role of cultural factors in education and education and learning.	Excellent		
	Satisfactory		
	Needs Improvement		
	Unsatisfactory		
8. Demonstrates effective organization skills through time management in working with students.	Excellent		
	Satisfactory		
	Needs Improvement		
	Unsatisfactory		



## Worksite Observations Evaluation Form

**General Comments:**

## FACULTY PROFESSIONAL GROWTH REPORT

The following is a format to summarize your experiences within this academic year which have contributed to your growth as a faculty member.

### COURSE WORK

Please describe the courses you have taken and comment on their value to you professionally.

### CONFERENCE/WORKSHOPS

Please describe and briefly comment on the professional value of any activities since your last evaluation.

### CURRICULUM/INSTRUCTION

Please comment on any contributions you have made to the advancement of curriculum and instruction for which you have had responsibility during this academic year. (Can include the following: New Program Development, Total Program Renovation, New Major/Certificate Proposals, Major/Certificate Revisions, New Course Proposals, Course Outline Revisions, and Modification/Improvement of Teaching Methodologies.)

### PROFESSIONAL PUBLICATIONS or OTHER ORIGINAL WORKS

- (1) Please list the title of any textbook, workbook or manual which you have completed writing during this academic year, and submit with your report a copy of same which will be returned.
- (2) Please list and attach any articles you have written for professional publication or grant proposals which you have submitted for acquisition of outside funding during this academic year.
- (3) Other Original Works such as gallery display, original composition or theatrical performance.

### NONTRADITIONAL PROFESSIONAL GROWTH ACTIVITIES

Please describe any professional growth activities outside the traditional college or academic environment in which you have been involved during the academic year. Include outside employment experience, liaison work with any outside educational or community college agency, or others.



## COLLEGE RELATED ACTIVITIES REPORT

Summarize your college related activities. Please provide evidence to substantiate the activities.

Examples include, but are not limited to:

- a. Service on department and college committees.
- b. Service on Academic Senate committees.
- c. Service on participatory governance councils and committees.
- d. Participation in recruitment and outreach activities.
- e. Participation on articulation committees.
- f. Coordination, advisement, and supervision of Hartnell student organizations or student activities.
- g. Participation in community service or community projects that positively reflect on the District.
- h. Participation in organized student success efforts.

## DISTANCE EDUCATION

For the distance education evaluation process, the worksite observation for a course will be conducted according to the following procedure.

The evaluator will evaluate one learning unit of the course, which should be roughly equivalent to the material that would be covered in no more than one week of class. Access would include all materials posted by the instructor and discussion thread posts by both the instructor and students for that learning unit. Access will also include access to documents that apply to the entire course and are outside the unit, including: syllabus, class policies, required class activities, exams, and any current announcements posted for the course. The same worksite observations forms will be used for all teaching evaluations, and all references to “class” or “class activities” in those forms will mean the virtual classroom in the DE context.

## **STUDENT APPRAISAL FORM:**

### **INSTRUCTOR/COURSE EVALUATION**

This survey gives you an opportunity to evaluate your instructor and class. The survey is anonymous and will allow you to express your views of this course and the way it is being taught. This appraisal will not be used for disciplinary or discharge procedures. Indicate the option closest to your view according to your level of agreement. Use the appropriate box on the Scantron Form provided.

#### **SECTION I**

#### **ITEMS 1 - 19**

Do not mark on this sheet; use Scantron Form provided.

- A - Agree
- B - Somewhat Agree
- C - Neutral
- D - Somewhat Disagree
- E - Disagree

1. The instructor has presented the objectives of this course clearly.
2. The instructor is accomplishing the course objectives.
3. The instructor made it clear how I am to be graded in the class.
4. The instructor is prepared and organized for each class.
5. The instructor summarizes or emphasizes major points in lectures or discussions.
6. The instructor starts the class and releases the class on time.
7. The instructor is using class time effectively.
8. The instructor is available for consultations with me.
9. The instructor demonstrates knowledge of the subject matter.
10. The instructor seems genuinely concerned with my progress and is helpful.
11. The instructor stimulates my interest in the subject matter.
12. The instructor has increased my awareness of opportunities in this subject area.
13. The examinations measure the important points of the course.
14. The instructor hands back exams and papers in a reasonable amount of time.
15. The instructor provides constructive feedback on papers or exams.
16. The instructor raises questions or problems for discussion.
17. In this class I feel free to ask questions or express opinions relative to the subject.
18. The instructor is open to the presentation of other viewpoints.
19. I would recommend this instructor to another student.

#### **SECTION II**

Please provide additional comments about the course or instructor on the Scantron Form provided.

## **STUDENT APPRAISAL FORM:**

### **INSTRUCTOR/COURSE EVALUATION (Distance Education)**

This survey gives you an opportunity to evaluate your instructor and class. The survey is anonymous and will allow you to express your views of this course and the way it is being taught. This appraisal will not be used for disciplinary or discharge procedures. Indicate the option closest to your view according to your level of agreement.

#### **SECTION I**

#### **ITEMS 1 - 19**

Do not mark on this sheet; use Scantron Form provided.

- A - Agree
- B - Somewhat Agree
- C - Neutral
- D - Somewhat Disagree
- E - Disagree

1. The instructor has presented the objectives of this course clearly.
2. The instructor is accomplishing the course objectives.
3. The instructor made it clear how I am to be graded in the class.
4. The instructor is prepared and organized for each lesson.
5. The instructor summarizes or emphasizes major points in lectures or discussions.
6. The instructor responds to students' questions in a timely manner.
7. The instructor uses online interactions to foster class discussion.
8. The instructor is available for consultations with me.
9. The instructor demonstrates knowledge of the subject matter.
10. The instructor seems genuinely concerned with my progress and is helpful.
11. The instructor stimulates my interest in the subject matter.
12. The instructor has increased my awareness of opportunities in this subject area.
13. The examinations measure the important points of the course.
14. The instructor returns exams and papers in a reasonable amount of time.
15. The instructor provides constructive feedback on papers or exams.
16. The instructor raises questions or problems for discussion.
17. In this class I feel free to ask questions or express opinions relative to the subject.
18. The instructor is open to the presentation of other viewpoints.
19. I would recommend this instructor to another student.

#### **SECTION II**

Please provide additional comments about the course or instructor.

## **STUDENT APPRAISAL FORM:**

### **COACH EVALUATION**

This survey gives you an opportunity to evaluate your instructor and class. The survey is anonymous and will allow you to express your views of this course and the way it is being taught. This appraisal will not be used for disciplinary or discharge procedures. Indicate the option closest to your view according to your level of agreement. Use the appropriate box on the Scantron Form provided.

#### **SECTION I**

#### **ITEMS 1 - 12**

Do not mark on this sheet; use Scantron Form provided.

- A - Agree
- B - Somewhat Agree
- C - Neutral
- D - Somewhat Disagree
- E - Disagree

1. The coach presents objectives clearly.
2. Information provided by the coach was useful and relevant.
3. The coach is prepared for practices and games.
4. The coach is concerned about my academic progress.
5. The coach is knowledgeable about the sport.
6. Practices are well organized and time is used efficiently.
7. The coach was concerned about my health while practicing and competing.
8. Practices start on time.
9. The coach provides constructive feedback.
10. The coach is available to meet with me outside of practice.
11. The coach motivates me to improve at my sport.
12. I would recommend the coach to other athletes.

Please comment on the following questions (use the back of the scantron form):

13. What could the coach do to improve his/her job performance?

Thank you for your time and assistance. If you have other comments, please use the back of the form. Please be as specific as possible in your comments.

## **STUDENT APPRAISAL FORM:**

### **ATHLETIC TRAINER EVALUATION**

This survey gives you an opportunity to evaluate your instructor and class. The survey is anonymous and will allow you to express your views of this course and the way it is being taught. This appraisal will not be used for disciplinary or discharge procedures. Indicate the option closest to your view according to your level of agreement. Use the appropriate box on the Scantron Form provided.

#### **SECTION I**

#### **ITEMS 1 - 11**

Do not mark on this sheet; use Scantron Form provided.

- A - Agree
- B - Somewhat Agree
- C - Neutral
- D - Somewhat Disagree
- E - Disagree

1. I felt the athletic trainer was sensitive to my particular needs.
2. Information provided by the athletic trainer was useful and relevant.
3. The athletic trainer developed a treatment plan for my injury that I can follow.
4. I would recommend the athletic trainer to my teammates that are injured.
5. The athletic trainer referred me to proper off-campus care for my injury.
6. The athletic trainer was knowledgeable about how my particular injury would affect me in my sport.
7. The athletic trainer worked with my sport coach to coordinate my return to participation.
8. The athletic trainer insured that I could return to my sport safely.

Please comment on the following questions (use the back of the scantron form):

9. What do you like about the athletic trainer?
10. What could the athletic trainer do to improve his/her job performance?
11. If you could make any changes in the athletic training room at this college, what would it be and why?

Please complete the following statements (use the back of the scantron form):

12. I have met with this athletic trainer \_\_\_\_\_ times.
13. I have attended Hartnell College \_\_\_\_\_ semesters.

Thank you for your time and assistance. If you have other comments, please use the back of the scantron form. Please be as specific as possible in your comments.

## SELF-APPRAISAL GUIDELINES

### PROFESSIONAL GOALS REPORT

1. Please summarize your professional accomplishments over the past year.
2. Please select 1 - 3 goals to be accomplished prior to the next evaluation period. (1<sup>st</sup> year probationary faculty, establish goal(s) in year one and evaluate the second year)
3. Please evaluate and summarize your goals that were created from your previous evaluation. Were they completed?