

**APPENDIX B  
EVALUATION FORMS**

**Evaluation of Teaching Effectiveness by Department Chairs/Peers**

Each of the following questions deals with a Characteristic of Teaching Excellence which is considered important at Alfred State College.

First, fill in the instructor's name, the course name, number, and section number. Then, indicate your rating for each question circling a number from 7 (highest) to 1 (lowest).

The first section, entitled COURSE ORGANIZATION, should be evaluated by reviewing the course syllabus and other course materials as shared with you by the instructor.

The second section, entitled CLASSROOM OBSERVATION, should be evaluated while observing a class in session.

When the evaluation is complete, please share a copy in person with the individual being evaluated.

Instructor's Name Kevin Cassell Date 3/26/16/Online

Course Name/No. Technical Writing 2/Fall 2015 (CRN 4746)  
Section A01

**COURSE ORGANIZATION**

1. Are the course materials shared with students clear and understandable?

(7) 6 5 4 3 2 1

Well outlined

Poorly outlined

Comments: \_\_\_\_\_

2. Are the grading procedures shared with students clear and understandable?

7 (6) 5 4 3 2 1

Very clear, easy  
to understand

Not clear, difficult  
to understand

Comments: When reading about the "C" option in the syllabus, it was a little unclear to this reviewer.

3. Do the evaluation tools (exams, projects, assignments) relate directly to the course objectives?

⑦ 6 5 4 3 2 1

Well outlined

Poorly outlined

Comments: \_\_\_\_\_

### CLASSROOM OBSERVATION

4. Does the instructor appear well prepared for class?

⑦ 6 5 4 3 2 1

Well prepared

Poorly prepared

Comments: \_\_\_\_\_

5. How well does the instructor communicate with students?

⑦ 6 5 4 3 2 1

Highly effective  
communicator

Poor  
communicator

Comments: \_\_\_\_\_

6. What is the instructor's attitude toward questions?

⑦ 6 5 4 3 2 1

Highly receptive

Not receptive

Comments: \_\_\_\_\_

7. What is the instructor's attitude toward the subject matter of the course?

⑦ 6 5 4 3 2 1

High level of  
enthusiasm

Low level of  
enthusiasm

Comments: \_\_\_\_\_

8. What is the instructor's attitude toward students?

⑦ 6 5 4 3 2 1

Highly positive

Highly negative

Comments: \_\_\_\_\_

9. To what extent were the instructor's presentations generally thought provoking?

7 6 ⑤.5 5 4 3 2 1

Very thought  
provoking

Not thought  
provoking

Comments: Rating based on student evaluation feedback.

10. Overall, on basis of examination of course materials and classroom observation, how would you rate this instructor as compared to other instructors you have had the opportunity to evaluate? **(Other first-time instructors)**

⑦ 6 5 4 3 2 1

Very high

Very low

Comments: Kevin teaches a wonderful course online for Technical Writing 2. He communicates an enormous amount of information to his students through Vlogs, Workspace postings, and a free online textbook, and other online postings. His comments to students on their graded projects are numerous and

helpful. Students post their work and have considerate and comprehensive commentary on drafts from peers and the instructor. In reviewing his online evaluations, I was able to see that his students truly appreciated him. His ability to incorporate multi-modal forms of information engages his students, and they are quick to note how informed he is in his concentration area of technical and scientific writing. He is regarded as an excellent teacher.

Comments by faculty member following evaluation feedback:

Evaluator: Carol A. McBride Date 4/1/16  
Department Chair

Faculty Member Signature: Kenn Casae 4/11/16  
(Does not indicate agreement with evaluation but merely that evaluation has been read.)

Date shared with instructor: 4/1/16