



**CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT**  
**Office of Human Resources**  
**Evaluation: Observation of Instruction Form – Online Class**



**Please refer to Article 10F.3g. when filling out this form.**

(The observation of instruction form is required and must be forwarded to the

supervisor) **Evaluee:**       Full-time       Part-time  
**Location:**       Chabot College     Las Positas College  
**Semester:**       Spring       Summer       Fall      Year: \_\_\_\_\_

(Please Print)

**Instructor observed:** \_\_\_\_\_

**Class observed:** \_\_\_\_\_  
(course/subject)                      (number)                      (section)

The instructor has presented a syllabus and related materials that clearly stem from the course outline of record:     Yes     No

- Assignments and materials relate to objectives and content on the outline of record
- Methods of evaluation and grading standards relate to the outline of record

Date of observation: \_\_\_/\_\_\_/\_\_\_      Time of observation: \_\_\_\_\_

How many students are participating in the most recent significant assignment? \_\_\_\_\_

(Please Print)

**Evaluator:** \_\_\_\_\_ **Date:** \_\_\_/\_\_\_/\_\_\_

I have read and received a copy of this observation of instruction. \*

**Instructor signature:** \_\_\_\_\_ **Date:** \_\_\_/\_\_\_/\_\_\_

**Evaluator signature:** \_\_\_\_\_ **Date:** \_\_\_/\_\_\_/\_\_\_

**\* The instructor being observed has the right to append a statement to this observation.**

Divided into five sections, including space for a narrative response at the end, this instructional observation form provides a guide to the evaluator observing a colleague's instruction.

**Note:** In all sections, there is no minimum or maximum number of items that "should" be checked. Please check "Not Applicable" where the item is not applicable to the type of instruction observed.

Please review the entire form before observing instruction.