

COURSE SUPERVISOR'S EVALUATION OF VISITING LECTURERS AND LECTURERS

Visiting Lecturer/Lecturer:

Course Supervisor (S _____):

Term:

Course(s) taught:

code:

E	excellent
G	good, but some room for improvement
I	significant improvement needed
NK	no knowledge
NA	not applicable

I. Course Materials

	E	G	I	NA
1. prepares and edits course materials (e.g., evaluation instruments) in accordance with guidelines provided by Course Supervisor				
2. submits course materials to Course Supervisor by deadline				
3. materials are contextualized, accurate, and appropriate for level				

Comments (optional):

II. Statistics and Course Reports

	E	G	I	NA
1. submits statistics via Personal Reports Directory (PRD) in Ancla in a timely manner				
2. statistics in PRD are accurate				
3. submits hard copies of statistical reports in accordance with schedule provided by Course Supervisor				
4. MicroGrade gradebook and attendance are up-to-date and accurate				
5. prepares materials appropriately for end-of-semester check-out				

Comments (optional):

III. Participation in Mandatory Course Workshops

	E	G	I	NA
1. attends course orientation and workshops as required by program				
2. applies material covered in workshops appropriately (e.g. follows administration procedures and grading rubrics)				

Comments (optional):

IV. Class-and Student-related

	E	G	I	NK	NA
1. holds classes as scheduled					
2. arrives at class with sufficient time to set up materials					
3. is available during scheduled office hours					
4. responds promptly to student emails/inquiries					
5. applies grading rubric consistently and grades fairly					
6. prepares students appropriately for course exams					
7. makes grades available to students in Post'Em after each unit, at mid-term, and before the final exam					
8. keeps up-to-date and accurate attendance records					
9. keeps students apprised of excessive absences					

Comments (optional):

V. Course Supervisor-related

	E	G	I	NA
1. follows recommendations provided by Course Supervisor				
2. responds promptly to communications from Course Supervisor				
3. notifies Course Supervisor of problematic situations and works with Course Supervisor, DLI, ADLI and/or Director of Instructional Technology to resolve them				

Comments (optional):

VI. Ancla-related

	E	G	I	NA
1. monitors students' scores effectively				
2. makes regular use of pedagogical materials available through Ancla				
3. prepares lessons taking <i>tareas</i> into consideration				
4. verifies that students fill out scantrons correctly				
5. responds promptly to communications from the System Administration				

Comments (optional):

NOTE TO SUPERVISOR:When you return this form to the department (jmdrake@indiana.edu), please make sure to copy the VL/L.This will be taken to indicate that the Observation form has been shared and discussed by both parties.

Date submitted to Department _____