



Visayas State University

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Office of the President

12 August 2013

MEMORANDUM NO. 201

Series of 2013

T O: All Deans/Department Heads

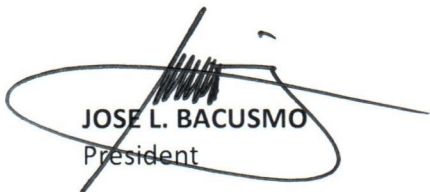
R E: Class Observation

The Visayas State University will undergo Program Accreditation of the nine (9) programs for Level II and three (3) programs for Level IV, Phase 1 and revisit of some areas of the BEED, BSSED and Graduate programs this coming September 2013.

In view of the above activities, all Department Heads are required to conduct a class observation to all his/her faculty members and rate them using the attached form. The said form will be used as supporting document for Area II (Faculty) and Area III (Curriculum and Instruction).

Filled-up Class Observation Forms must be submitted to the University Accreditation Center not later than August 29, 2013.

Please be guided accordingly.


JOSE L. BACUSMO
President



VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

Class Observation Form

Name of Instructor/professor: _____ Semester/SY: _____
Department: _____ Date: _____
Subjects being taught: _____ Time: _____

I. Personal Qualities	Rating Scale				
	Excellent (5)	Very Good (4)	Good (3)	Fair (2)	Poor (1)
1. Grooming – neat and wears appropriate clothes					
2. Facial expression - pleasant					
3. Teaching voice – clear and easy to understand					
4. General impression of personality, vitality, self-confidence					
II. General Qualities as a Teacher					
1. Command of language – can communicate well in English					
2. Attitude toward subject matter – interested and enthusiastic to teach					
3. Attitude toward students – friendly, sympathetic, helpful					
4. Ability to maintain an atmosphere of mutual respect and courtesy with students					
5. Punctuality in starting and dismissing the class					
6. Able to maintain the interest of the students					
7. Shows evidence of careful preparation and research in the subject					
8. Able to secure the cooperation and active participation of the students in class activity					
9. Uses a variety of methods and aids in teaching					
10. Presents explanations and directions clearly and simply					
AVERAGE RATING					
ADJECTIVAL RATING					

III. Other Comments

Legend:

1.00 – 1.49.....Poor
1.50 – 2.49.....Unsatisfactory
2.50 – 3.49.....Satisfactory
3.50 – 4.49.....Very Satisfactory
4.50 – 5.00.....Outstanding

*Note: To get the average rating,
add the scores divided by the
total number of items.*

Observed by: _____

Designation

Date