

# EVALUATION FORM: To be filled out by Classified Staff In College Skills Math Labs or Tutorial Centers

Date:\_\_\_\_\_ Instructor:\_\_\_\_\_ Course:\_\_\_\_\_

## PART 1: SCALED RESPONSES

This form allows classified employees to voluntarily provide feedback for an instructor working in a College Skills Math Lab or Tutorial Center. When you have completed this form, please return it to the faculty evaluator. Ratings and comments will be summarized and reported to the evaluatee in a way that retains your anonymity.

Select only **one** answer for each statement **NA** means Not Applicable, or that you Don't Know.

|  | Strongly Agree |   |   |   | Strongly Disagree |    |
|--|----------------|---|---|---|-------------------|----|
| 1. The instructor demonstrates interest and knowledge in the course content.   | 5              | 4 | 3 | 2 | 1                 | NA |
| 2. The instructor demonstrates interest and knowledge in the applicable technology, such as graphing, calculators, online, homework software, and mathematics software.                            | 5              | 4 | 3 | 2 | 1                 | NA |
| 3. The instructor makes an effort to determine if the student understands the facts, concepts, skills or other material presented.   | 5              | 4 | 3 | 2 | 1                 | NA |
| 4. When students seek help, the instructor makes herself/himself available in a reasonable amount of time.   | 5              | 4 | 3 | 2 | 1                 | NA |
| 5. If the instructor is attending to several students at a time, he/she is able to give enough help so the students can work on their own.   | 5              | 4 | 3 | 2 | 1                 | NA |
| 6. The instructor communicates with students and staff in a respectful manner.   | 5              | 4 | 3 | 2 | 1                 | NA |
| 7. If the instructor is unfamiliar with the mathematics or technology Involved in a student's question, the instructor directs the student to where he or she CAN seek additional help.            | 5              | 4 | 3 | 2 | 1                 | NA |
| 8. The instructor arrives on time.   | 5              | 4 | 3 | 2 | 1                 | NA |
| 9. The instructor enforces lab or Tutorial Center rules, and does so in a professional manner.   | 5              | 4 | 3 | 2 | 1                 | NA |
| 10. Working in conjunction with other staff/faculty on duty, the Instructor makes sure that any technical or behavioral problems occurring in the lab or Tutorial Center receive prompt attention. | 5              | 4 | 3 | 2 | 1                 | NA |

## PART 2: WRITTEN RESPONSES

Please write additional comments about your experiences with this lab or Tutorial Center instructor on the back of this sheet.