



## TUTOR OBSERVATION & EVALUATION FORM

**Tutor:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Class:** \_\_\_\_\_

**Observer:** \_\_\_\_\_

Please arrive before class begins so you can observe all observation points. Also plan to stay for at least 20 minutes, but stay as long as necessary to complete the form. Check **ONE** box to indicate the number that best represents your response. Check N/A if the statement does not apply. To provide additional feedback and/or suggestions, please use the comment space next to each section.

4 = Well Done

3 = Acceptable

2 = Needs Improvement

1 = Not Acceptable

N/A = Not Applicable

TEACHING	4	3	2	1	N/A	COMMENTS
Tutor has a firm understanding and application of Unitas' co-teaching philosophy.						
The subject is taught in a classical method using the appropriate stage of the Trivium for this level.						
Tutor administers memory work during class. This could include recitation of material such as vocabulary, jingles, poems and/or songs? <i>The exception to this would be if there was a special presentation or project in class.</i>						
Tutor engages the students in a lesson/discussion that was challenging and engaging.						
Supported lesson with useful classroom discussion(s) and/or exercises(s) to engage students in learning beyond just lecturing.						
Tutor demonstrated enthusiasm for the subject matter.						
Demonstrated command of subject matter.						
Maintained student attention.						
<b>Overall Impression on Teaching:</b>						
COMMUNICATION	4	3	2	1	N/A	COMMENTS
Assignments sheets are well organized and easy to follow.						
Assignments sheets are distributed a week in advance by Thursday.						

The tutor communicates effectively by personal communication at the co-op, email and/or by phone.						
Students' papers are corrected and returned within 2 weeks.						
Quarterly progress records are distributed within a week of end of quarter.						
<b>Overall Impression on Communication:</b>						
<b>CLASSROOM MANAGEMENT</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>N/A</b>	<b>COMMENTS</b>
The students stand and greet the tutor and wait for permission to be seated.						
<b>(For GI-GVI Only)</b> The students raise their hands and wait to be called upon before speaking.						
Students speak with tutor and fellow students in a respectful manner.						
<b>(For GII-Rhetoric Only)</b> The tutor provides an adequate transition time between subjects/class.						
Tutor encourages order of belongings and cleanliness of the learning environment.						
<b>Overall Impression on Classroom Management:</b> If possible, cite any observations of how the tutor interacted with the students in regard to classroom management.						
<b>PROFESSIONALISM</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>N/A</b>	<b>COMMENTS</b>
The tutor is on time and prepared for class.						
The tutor ends class on time.						
The tutor dresses appropriately for a classroom environment by adhering to the Unitas dress code.						
The tutor handles grievances appropriately and respectfully with your family and student(s).						
<b>(Board member answers this question)</b> The tutor returns requested forms to the board on time. (Assignment sheets, email responses to Board requests, quarterly reports, etc..)						
<b>Overall Impression on Professionalism:</b>						

**Comments:** (Use the back of this page for additional comments)