

The following form(s) can be filled in on-line, then printed for signatures and mailing or faxing.

To begin filling out the forms in Acrobat Reader, make sure the **hand** tool is selected then click on a line or in a box and begin typing. Check boxes can be clicked on or off.



ADMINISTRATIVE EVALUATION PART I: CLASS/WORKSITE OBSERVATION

Academic employee _____ Date _____

Class/worksite _____ Time _____

ADMINISTRATOR: Write a brief narrative to complete each section of this form. Topics noted in the pre-observation meeting should be carried through the observation and post-observation meetings.

I. **PRE-OBSERVATION**—Record the discussion you had with the academic employee relating to the class/worksite session (content, objectives, student composition, potential problems, hand-outs, course outline, etc.).

II. **OBSERVATION**—Record your observation of the class worksite session, giving consideration to the topics that emerged from the pre-observation period.

III. **POST-OBSERVATION**—Summarize the discussion you had with the academic employee after the class/worksite session.

Administrator's signature _____ Date _____

ACADEMIC EMPLOYEE: The administrator's observation of my class/worksite session has been discussed with me.

I choose to attach a response. I do not choose to attach a response at this time, but reserve the right to do so.

Academic employee's signature _____ Date _____

My signature does not necessarily imply agreement with the administrator's observation.