CWRU Special Examinations Competency Ratings

Teaching an Undergraduate Seminar

Student:

Topic of the Course:

Course was taught during ___ fall ___ spring semester ____________ (year)

Please note that many criteria are rated below. Items should be rated * = outstanding and beyond our expectations; + = very good; 0 = adequate and the level we expect for most graduate students, or - = deficient and below our standards for acceptable teaching skill. Not all criteria can be displayed during the supervision of a mini-course. Other items may serve as an ideal for which instructors can strive to develop additional competency.

Course Syllabus:

___ Syllabus includes an organized sequence of topics
___ Syllabus includes an appropriate selection of readings
___ The goals for the course are clear and explicit
___ Syllabus includes a detailed description of grading policies
___ Course requirements (readings, papers, exams) appear realistic
___ Course strives to integrate the science and practice of psychology

Sample Lecture Notes:

___ Lecture notes appear organized and scholarly
___ Course material relies on current scholarly information
___ Important landmark studies are mentioned, if relevant to class goals
___ Relevant research studies are cited
___ Several examples are included to clarify the material
___ Thoughtful questions are included to stimulate discussion

General Issues related to Teaching:

___ Instructor demonstrates adequate background knowledge
___ Instructor demonstrates clear communication skills
___ Instructor appeared aware of potential ethical issues
___ Instructor appeared sensitive to issues of diversity
___ Instructor seems capable of self-evaluation
___ Instructor shows signs of innovation and creativity in teaching methods
Classroom Performance:

_____ Instructor arrived on time, and appeared prepared to meet with students
_____ Instructor displayed a professional attire and demeanor
_____ Instructor seemed familiar with the students (names, interests, etc)
_____ Lecture was presented in an organized manner
_____ Lecture material was based in scholarly resources
_____ Classroom participation was encouraged by discussion questions
_____ Instructor appeared confident (voice was audible throughout the classroom)
_____ Instructor provided useful and interesting examples
_____ Critical thinking was encouraged through discussion
_____ Instructor responded to all questions
_____ Instructor appeared interested in the material
_____ Class session ended on time, with time left for final questions

Grading and Grading Policies:

_____ Grading criteria are described in a clear and explicit manner
_____ Grading policies seem fair and unbiased
_____ Grading policies were written in a thoughtful manner
_____ Grading was based on appropriate exams or essays
_____ Instructor appropriately managed requests for special consideration

Notable strengths:

Suggested areas for ongoing professional development:

The signature below indicates that the student has performed adequately on all components of the teaching special exam.

_______________________________
Faculty Advisor Signature

Date of Approval