ANTELOPE VALLEY COLLEGE
Observation Report

Evaluee:	Observation Date:
Evaluator:	Observation Announced ☐ Unannounced ☐
Course/Activity:	Location:
Time observation began: Time ended:	Discussion Date:

After discussion with the evaluee, the signed report is forwarded to the chair of the committee and the evaluee is provided with a copy.

Summarize the materials covered and/or the activities taking place during the observation:

Note particular strengths observed:

Note any areas that could be improved and include suggestions:

Note any areas that may lead to an unsatisfactory rating and include suggestions:

Concluding remarks:

This report and any attachments were read and discussed by the evaluator and evaluee, as indicated by their signatures below.

_____ _____ _____ _____

Evaluee Date Evaluator Date

Evaluee's signature acknowledges receipt of a copy of the evaluation and does not necessarily signify agreement. The evaluee may append comments to this report within 5 working days.