

Instructor Observation and Evaluation Form

Comptroller of Public Accounts, Property Tax Assistance Division

Instructor Name

Course Name

Course Location

Course Date

The Comptroller's Property Tax Assistance Division (PTAD) values your opinion concerning instructor effectiveness. All rating statements concern the instructor of today's course. Please take a moment to assess the instructor's performance by selecting one of the ratings for each statement in the survey below. Thoughtful responses are encouraged as your feedback is very important. Your candid responses help us to improve upon instructor qualifications. Please complete the survey, add any comments and submit this evaluation form to the course sponsor. **Sponsors are responsible for returning the completed evaluation forms to PTAD at P.O. Box 13528, Austin, TX 78711-3528 or electronically to ptpce@cpa.texas.gov.** In the absence of a sponsor, the instructor is responsible for returning forms.

Survey Questions About the Instructor	Strongly Agree	Agree	No Opinion	Disagree	Strongly Disagree
1. Demonstrates knowledge of course subject matter.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Shows enthusiasm for teaching (makes eye contact, poised, speaks clearly) and acts in a professional manner to all students.. . . .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Encourages feedback and class participation by soliciting and accepting questions from the class and shows concern for student learning progress.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Helps learners gain an understanding of fundamental theories and principles, terminology, and other factual knowledge by presenting coherent and clear instruction based upon course learning objectives.. . . .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Lesson materials and presentation were well organized using appropriate visual aids or handouts to present the subject matter in an interesting manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. I would take another course taught by this instructor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please feel free to share any additional comments about the instructor.

Please feel free to share any comments about the course materials.

Name (Optional)

Telephone Number (Optional—should follow-up be needed)