CLASS SIL Evaluations & Peer Observations

For those who are assigned under SI Leaders:

SIL Supervisory Evaluations
- Each SI Leader has or will be observed by one of the supervisory staff members during a live or recorded SI session.
- The form the supervisor will be using to complete the evaluation can be found electronically on the AST Resource page.
- Upon completion of the evaluation, the SIL should find time to receive feedback, discuss and reflect upon the evaluation results with the supervisor performing the evaluation.
- If needed, a follow-up evaluation may be arranged at the request of the supervisor.

SIL Peer Observations (DUE: Fri, 10/30 by 11:59 pm)
- Each SI Leader must complete 2 Peer Observations:
  o The “SIL Peer Observation Form” can be found on the AST Resource webpage. It’s a Google Form and does not need to be printed. Just complete and submit it via an electronic device of your choosing.
  o You will be assigned the recordings for your peer observations. For each of the observations, you will be added to the remote Canvas course for the SILs and observe the assigned recorded session. One session will be within your discipline and the other may be outside of your discipline.
- These should be performed outside of your normal scheduled hours.
- You will be compensated 2 hours for these observations. Please manually input these hours into Workday with a comment that says “Observations.”

CLASS Remote Tutor Evaluations & Peer Observations

For those who are assigned under Tutors:

Tutor Self-Evaluations & Supervisory Evaluations
- You will need to select one of your recorded tutoring sessions to evaluate between 10/5 and 10/27.
- After selecting your recorded tutoring session:
  o Watch the video and complete the “Tutor Self-Evaluation Form” (found on AST Resource webpage).
  o You will upload your Tutor Self-Evaluation Form to the Google Drive Fall 2020 Self Evaluation Forms folder at least 2 business days (48 hours) before your scheduled meeting.
  o You will need to schedule a 30-minute meeting with one of the supervisors to sit down and discuss your self-evaluation between 10/8 and 10/30. A sign-up sheet with available meeting times will be shared with you via email so you can begin signing up to schedule your meeting.
- Once you complete your meeting, you will be compensated a total of 1 hour. Please manually input this hour into Workday with a comment that says “Evaluation.”

Tutor Peer Observations (DUE: Fri., 10/30 by 11:59 pm)
- Each tutor must complete 2 Peer Observations:
  o The “Tutor Peer Observation Form” can be found on the AST Resource webpage. It’s a Google Form and does not need to be printed. Just complete and submit it via an electronic device of your choosing.
  o You will be assigned the recordings for your peer observations. For each of the observations, you will be added to the remote Canvas course for the tutor and observe the assigned recorded session. One session will be within your discipline and the other may be outside of your discipline.
- These should be performed outside of your normal scheduled hours.
- You will be compensated 2 hours for these observations. Please manually input these hours into Workday with a comment that says “Observations.”
CLASS eTutor Evaluations & Peer Observations

For those who are assigned under eTutors:

**eTutor Self-Evaluations & Supervisory Evaluations**
- You will need to select one of your recent eTutoring recordings for this part of the evaluation. The selected recording will be used for both the self-evaluation and supervisor evaluation.
- After selecting your eTutoring recording:
  - Email Patrick (pdempse2@fau.edu) and Angela (aging2014@fau.edu) the session details (title, date and time) associated with the selected recording by **12:00 PM on Tuesday, 10/6**.
  - Watch the selected recording and complete the eTutor Self-Evaluation Form (found on AST Resource webpage).
- You will need to have a 30-minute meeting with Patrick/Angela to discuss your self-evaluation. Meetings will take place from **10/8 to 10/30**. A sign-up sheet with available meeting times will be shared with you via Google Docs.
- Email your completed eTutor Self-Evaluation Form to Patrick and Angela at least **2 business days (48 hours) before your scheduled meeting**.
- Once you complete your meeting, you will be compensated for a total of one hour. Please manually input this hour into Workday with a comment that says “Evaluations.”

**eTutor Peer Observations (DUE: Wed, 10/30 by 11:59 pm)**
- Each eTutor must complete 2 Peer Observations:
  - For the peer observations, you will observe an assigned recorded session of another eTutor. Patrick/Angela will email you the link to the assigned session by **Friday, 10/9 at 5:00 PM**. You will utilize this session to complete the eTutor Peer Observation Form (found on the AST Resource webpage). It’s a Google Form and does not need to be printed. Just complete and submit it via an electronic device.
  - Both peer observations should be completed outside of your normally scheduled hours.
- Once you complete your peer observations, you will be compensated for a total of two hours. Please manually input these hours into Workday with a comment that says “Observations.”