附件：4

**Teaching and Working Evaluation Chart For Foreign Teachers**

**In Hainan College of Foreign Studies（Department）**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Teacher** |  | **Dept** |  | **Subject** |  | **Class** |  |
|  **NO.** | **Evaluation standard** | **Index requirements** |
| **Index** | **%** | **index requirements** | **（A）****Definite** | **（B）****Mostly** | **（C）****Basic** | **（D）****Partial**  | **Total** |
| **1** | **Task for teaching preparation** | **10** | **Prepare lessons carefully** | **10-9** | **8-7** | **6** | **5** |  |
| **2** | **Teaching objective** | **15** | **Clear, appropriate and fit for the subject standard, syllabus requirements and the students’ requirements.** | **15-14** | **13-12** | **11** | **9** |  |
| **3** | **Teaching process and method** | **25** | **Correct and suitable content** | **5** | **4** | **3** | **2** |  |
| **Proper teaching process, good students’ reflection and active class atmosphere.**  | **5** | **4** | **3** | **2** |
| **Extensive coverage of oral languages practice**  | **5** | **4** | **3** | **2** |
| **Deep degree of oral languages practice**  | **5** | **4** | **3** | **2** |
| **The choice and use of teaching means and methods should be fit for the need of teaching content, subject character and students’ actuality.**  | **5** | **4** | **3** | **2** |
| **4** | **Effectiveness of teaching** | **15** | **Complete teaching assignment, improve students’ listening and speaking ability** | **10** | **8** | **5** | **2** |  |
| **Students are interested in Cooperative learning, keeping active thinking, and communicate with their teacher/classmates actively.** | **5** | **4** | **3** | **2** |
| **5** | **Teachers’ basic abilities** | **10** | **Fluent, exact and brief native English. Skillful and normal Operation of blackboard writing design, logical chart design and clear handwriting** | **5** | **4** | **3** | **2** |  |
| **Good attitude and keeping equal and harmonious relationship with the students.** | **5** | **4** | **3** | **2** |
| **6** | **Assigment&After-class Tutoring** | **10** | **HW assignment+Correcting+Explanation.** | **5** | **4** | **3** | **2** |  |
| **Partake in scheduled language Corner or Morning Reading activity.**  | **5** | **4** | **3** | **2** |  |
| **7** | **Participating in the activities organized by the school or department** | **10** | **Can actively cooperate with the school to complete and carry out recreational activities and learning activities.** |  **10** |  **8** |  **5** |  **2** |  |
| **8** | **Respect for Chinese Culture &Custom** | **5** | **Respect for Chinese Culture &Custom, Behave appropriately.** |  **5** |  **4** |  **3** |  **2** |  |
| **Total Score of evaluation** |  |
| **Comments and suggestions:** **Signature : Y M D** |