

Lecture Observation and Consultation

Name of Instructor: _____ Observation Date: _____

Name of Examiner: _____ Consultation Date: _____

	Poor					Excellent					Comments:	
Preparation, Structure, Management:												
Beginning/Introduction of class/lab	1	2	3	4	5						NA	
Evidence of preparation	1	2	3	4	5						NA	
Organization of class/lab	1	2	3	4	5						NA	
Organization of day's activities Communicated	1	2	3	4	5						NA	
Instructor confidence level	1	2	3	4	5						NA	
Control of class/lab	1	2	3	4	5						NA	
Handouts, equipment, technology, etc.	1	2	3	4	5						NA	
Ending/Conclusions of class/lab	1	2	3	4	5						NA	
Teaching Activities:												
Match between objectives & teaching approaches	1	2	3	4	5						NA	
Variety of activities in same session	1	2	3	4	5						NA	
Student involvement	1	2	3	4	5						NA	
Frequency/skill at audience/listener checks	1	2	3	4	5						NA	
Communication:												
Speaking volume	1	2	3	4	5						NA	
Speaking speed	1	2	3	4	5						NA	
Enthusiasm	1	2	3	4	5						NA	
Demeanor/attitude toward students	1	2	3	4	5						NA	
Use of transitional phrases	1	2	3	4	5						NA	
Sentence intonation	1	2	3	4	5						NA	
Enunciation/Articulation	1	2	3	4	5						NA	
Pronunciation	1	2	3	4	5						NA	
Non-verbal communication	1	2	3	4	5						NA	
Phrasing and pausing	1	2	3	4	5						NA	
Tone of voice	1	2	3	4	5						NA	
Grammar	1	2	3	4	5						NA	
Eye contact	1	2	3	4	5						NA	
Fluency	1	2	3	4	5						NA	
Visibility, clarity of projected or written materials	1	2	3	4	5						NA	
Overall communication ability	1	2	3	4	5						NA	

Asking and Answering Questions

Wait time included	1	2	3	4	5	NA
Higher level questions included	1	2	3	4	5	NA
Variety of question formats	1	2	3	4	5	NA
Rephrasing of questions when needed	1	2	3	4	5	NA
Length of answer appropriate to question	1	2	3	4	5	NA
Checks to see if question was answered	1	2	3	4	5	NA

Receiving Student Answers and Questions:

Listening skill	1	2	3	4	5	NA
Comprehension of student questions	1	2	3	4	5	NA
Tone & words used in acknowledgement	1	2	3	4	5	NA
Restatement of student answer or question	1	2	3	4	5	NA
Feedback on correct/incorrect answers	1	2	3	4	5	NA
Invites/Encourages questions	1	2	3	4	5	NA
Time allotment for questions	1	2	3	4	5	NA

Comments

Developed by Marilyn Miller, Program for Excellence in Teaching, University of Missouri-Columbia 1998

This consultation is confidential between the observed faculty and Phyllis Blumberg, the Director of the Teaching and Learning Center. The observed faculty may use this information for his/her own purposes including formative assessment. It is based on limited information and limited observations as listed on the feedback form