

Classroom Observation Form

Instructor \_\_\_\_\_ Course \_\_\_\_\_

Date \_\_\_\_\_ Observer \_\_\_\_\_

Directions: Below is a list of instructor behaviors that may occur within a given class or course. Please use it as guide to making observations, not as a list of required characteristics. When this worksheet is used for making improvements to instruction, it is recommended that the instructor highlight the areas to be focused on before the observation takes place.

Respond to each statement using the following scale:

|              |                           |                        |
|--------------|---------------------------|------------------------|
| Not observed | More emphasis recommended | Accomplished very well |
| 1            | 2                         | 3                      |

Circle the number at the right that best represents your response. Use the comment space below each section to provide more feedback or suggestions.

| Content Organization                                       | Not Observed | More emphasis recommended | Accomplished very well |
|--|--------------|---------------------------|------------------------|
| 1. Made clear statement of the purpose of the lesson       | 1            | 2                         | 3                      |
| 2. Defined relationship of this lesson to previous lessons | 1            | 2                         | 3                      |
| 3. Presented overview of the lesson                        | 1            | 2                         | 3                      |
| 4. Presented topics with a logical sequence                | 1            | 2                         | 3                      |
| 5. Paced lesson appropriately                              | 1            | 2                         | 3                      |
| 6. Summarized major points of lesson                       | 1            | 2                         | 3                      |
| 7. Responded to problems raised during lesson              | 1            | 2                         | 3                      |
| 8. Related today's lesson to future future lessons         | 1            | 2                         | 3                      |

Comments:

| Presentation  | Not Observed | More emphasis recommended | Accomplished very well |
|---|--------------|---------------------------|------------------------|
|   | 1            | 2                         | 3                      |
| 9. Projected voice so easily heard                                | 1            | 2                         | 3                      |
| 10. Used intonation to vary emphasis                              | 1            | 2                         | 3                      |
| 11. Explained things with clarity                                 | 1            | 2                         | 3                      |
| 12. Maintained eye contact with students                          | 1            | 2                         | 3                      |
| 13. Listened to students questions and comments                   | 1            | 2                         | 3                      |
| 14. Projected nonverbal gestures consistent with intentions       | 1            | 2                         | 3                      |
| 15. Defined unfamiliar terms, concepts and principles             | 1            | 2                         | 3                      |
| 16. Presented examples to clarify points                          | 1            | 2                         | 3                      |
| 17. Related new ideas to familiar concepts                        | 1            | 2                         | 3                      |
| 18. Restated important ideas at appropriate times                 | 1            | 2                         | 3                      |
| 19. Varied explanation for complex and difficult material         | 1            | 2                         | 3                      |
| 20. Used humor appropriately to strengthen retention and interest | 1            | 2                         | 3                      |
| 21. Limited use of repetitive phrases and and hanging articles    | 1            | 2                         | 3                      |

Comments:

| Instruction/Student Interactions   | Not Observed<br>1 | More emphasis recommended<br>2 | Accomplished very well<br>3 |
|--|-------------------|--------------------------------|-----------------------------|
| 22. Encourage student questions  | 1                 | 2                              | 3                           |
| 23. Encourage student discussion   | 1                 | 2                              | 3                           |
| 24. Maintained student attention   | 1                 | 2                              | 3                           |
| 25. Monitor students' progress   | 1                 | 2                              | 3                           |
| 26. Gave satisfactory answers to questions                                 | 1                 | 2                              | 3                           |
| 27. Responded to nonverbal clues of confusion, boredom, and curiosity      | 1                 | 2                              | 3                           |
| 28. Paced lesson to allow time for note taking                             | 1                 | 2                              | 3                           |
| 29. Encouraged students to answer answer difficult questions               | 1                 | 2                              | 3                           |
| 30. Asked probing questions when necessary                                 | 1                 | 2                              | 3                           |
| 31. Restated questions and answers when necessary                          | 1                 | 2                              | 3                           |
| 32. Suggested questions of limited interest to be handled outside of class | 1                 | 2                              | 3                           |

Comments:

| Instructional Materials and Environment   | Not Observed<br>1 | More emphasis recommended<br>2 | Accomplished very well<br>3 |
|---|-------------------|--------------------------------|-----------------------------|
| 33. Maintained adequate classroom facilities  | 1                 | 2                              | 3                           |
| 34. Prepared students for the lesson with appropriate assigned readings                     | 1                 | 2                              | 3                           |
| 35. Supported lesson with useful classroom discussions and exercises                        | 1                 | 2                              | 3                           |
| 36. Presented helpful audio-visual material to support lesson organization and major points | 1                 | 2                              | 3                           |
| 37. Provided relevant written assignments   | 1                 | 2                              | 3                           |

Comments:

| Content Knowledge<br>And Relevance                                     | Not<br>Observed<br>1 | More emphasis<br>recommended<br>2 | Accomplished<br>very well<br>3 |     |
|--|----------------------|-----------------------------------|--------------------------------|-----|
| 38. Presented material worth knowing                                   | 1                    | 2                                 | 3                              |     |
| 39. Presented material appropriate to student knowledge and background | 1                    | 2                                 | 3                              |     |
| 40. Cited authorities to support statements                            | 1                    | 2                                 | 3                              | N/A |
| 41. Presented material appropriate to stated purpose of course         | 1                    | 2                                 | 3                              |     |
| 42. Made distinctions between fact and opinion                         | 1                    | 2                                 | 3                              | N/A |
| 43. Presented divergent viewpoints when appropriate                    | 1                    | 2                                 | 3                              |     |
| 44. Demonstrated command of subject matter                             | 1                    | 2                                 | 3                              |     |

Comments:

45. What overall impressions do you think the students left this lesson with in terms of content or style?

46. What were the instructor's major strengths as demonstrated in this observation?

47. What suggestions do you have for improving upon this instructor's skills?

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.

Centra, John A., *Reflective Faculty Evaluation: Enhancing Teaching and Determining Faculty Effectiveness*, Jossey-Bass Publishers, San Francisco (1993)