

Instructor Observed \_\_\_\_\_ Rank \_\_\_\_\_

Date of Observation \_\_\_\_\_ Course Observed \_\_\_\_\_

### Classroom Teaching Observation

Directions: Below is a list of instructor behaviors that may occur within a given class session. Please use it as a guide to making observations, not as a list of required characteristics. This worksheet is used for making improvements to instruction.

Respond to each observation using the following scale:

<i>Not observed</i>	<i>More emphasis Recommended</i>	<i>Accomplished Well</i>	<i>Accomplished Very Well</i>	<i>Not Applicable</i>
1	2	3	4	N/A

#### CONTENT/ORGANIZATION

Introduction captured attention	1	2	3	4	N/A
Presented overview of the session	1	2	3	4	N/A
Made clear statement of the purpose of session	1	2	3	4	N/A
Effective transitions (clear w/summaries)	1	2	3	4	N/A
Clear organizational plan	1	2	3	4	N/A
Presented topics with a logical sequence	1	2	3	4	N/A
Concluded by summarizing main ideas	1	2	3	4	N/A
Main ideas are clear and specific	1	2	3	4	N/A
Demonstrated command of subject matter	1	2	3	4	N/A

+ Actions/ behaviors you 'liked' or found effective	Δ Things you found ineffective or would suggest presenter work to change

**INTERACTION**

Encouraged student questions	1	2	3	4	N/A
Gave satisfactory answers to student questions	1	2	3	4	N/A
Listened to student questions & comments	1	2	3	4	N/A
Responded to issues raised during the lecture	1	2	3	4	N/A
Instructor incorporated student responses	1	2	3	4	N/A
Asked questions to monitor student progress	1	2	3	4	N/A
Maintained student attention	1	2	3	4	N/A
Responded to nonverbal cues of confusion, boredom & curiosity	1	2	3	4	N/A
Good rapport with students	1	2	3	4	N/A

+ Things you 'liked' or found effective	Δ Things you found ineffective or would suggest presenter work to change

**PRESENTATION**

Language was understandable	1	2	3	4	N/A
Articulation and pronunciation clear	1	2	3	4	N/A
Absence of verbalized pauses (er, ah, etc.)	1	2	3	4	N/A
Instructor spoke extemporaneously	1	2	3	4	N/A
Projected voice so easily heard	1	2	3	4	N/A
Effective body movement and gestures	1	2	3	4	N/A
Eye contact with students	1	2	3	4	N/A
Confident & enthusiastic	1	2	3	4	N/A
Paced lesson appropriately	1	2	3	4	N/A
Defined unfamiliar terms and concepts	1	2	3	4	N/A
Explained ideas with clarity	1	2	3	4	N/A
Presented examples to clarify points	1	2	3	4	N/A
Varied explanations for difficult points	1	2	3	4	N/A
Restated important ideas at appropriate times	1	2	3	4	N/A
Limited use of repetitive phrases	1	2	3	4	N/A

+ Things you 'liked' or found effective	Δ Things you found ineffective or would suggest presenter work to change

**INSTRUCTIONAL MATERIALS**

Handouts/PowerPoint content clear & well-organized	1	2	3	4	N/A
Visual aids can be easily read	1	2	3	4	N/A
Instructor provided an outline/handouts	1	2	3	4	N/A
Computerized instruction effective	1	2	3	4	N/A

+ Things you 'liked' or found effective	Δ Things you found ineffective or would suggest presenter work to change

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

What suggestions do you have for improving upon this instructor's skill?

Date of Conference \_\_\_\_\_ Observer Signature \_\_\_\_\_