Classroom Observation Form
Scale — (Form C)

Faculty_____   Date of Observation_____

Peer Observer_____

NOTE:
This form, adapted from the Community College of Aurora's <u>Mentor Program Handbook</u> and Staffordshire University's "Guidelines for the Observation of Teaching," provides 10 areas for observation. Each area includes prompts regarding what should be observed.

Development of learning objectives:

Are objectives for the class given verbally, written, or not at all?

      Not Demonstrated   Needs Improvement   Satisfactory   Outstanding   N/A

Are specific instructional outcomes used?

      Not Demonstrated   Needs Improvement   Satisfactory   Outstanding   N/A

Are objectives discussed at the end of class?

      Not Demonstrated   Needs Improvement   Satisfactory   Outstanding   N/A

Selection and use of instructional materials:

Do films, websites, and other audiovisual materials have a clear purpose?

      Not Demonstrated   Needs Improvement   Satisfactory   Outstanding   N/A

Are handouts appropriate in number and subject?

      Not Demonstrated   Needs Improvement   Satisfactory   Outstanding   N/A

Since the text may be pre-selected, does instructor give help with reading or using the text if necessary?

      Not Demonstrated   Needs Improvement   Satisfactory   Outstanding   N/A

Educational climate for learning:

Are students AND teacher interested and enthusiastic?

Not Demonstrated   Needs Improvement   Satisfactory   Outstanding   N/A

Does the instructor use student names?

Not Demonstrated   Needs Improvement   Satisfactory   Outstanding   N/A

Is humor used appropriately?

Not Demonstrated   Needs Improvement   Satisfactory   Outstanding   N/A

Does instructor not embarrass or belittle students in any way?

Not Demonstrated   Needs Improvement   Satisfactory   Outstanding   N/A

Is the atmosphere of the classroom participative?

Not Demonstrated   Needs Improvement   Satisfactory   Outstanding   N/A

Did the instructor have eye contact with students?

Not Demonstrated   Needs Improvement   Satisfactory   Outstanding   N/A

Variety of instructional activities:

Does timing of classroom activities consider attention spans?

Not Demonstrated   Needs Improvement   Satisfactory   Outstanding   N/A

Does instructor involve students in deciding what issues to discuss?

Not Demonstrated   Needs Improvement   Satisfactory   Outstanding   N/A

Preparation for class session:

Provide examples that show preparation by instructor:

Do students know what preparation (reading or other assignments they should have completed prior to class?

Not Demonstrated   Needs Improvement   Satisfactory   Outstanding   N/A

Instructional methods:

List *instructor* activities:

Did the opening gain the class' attention? Did it establish rapport?

Not Demonstrated   Needs Improvement   Satisfactory   Outstanding   N/A

Did the opening outline the topic and purpose of the lecture?

Not Demonstrated   Needs Improvement   Satisfactory   Outstanding   N/A

Is the delivery paced to students' needs?

Not Demonstrated   Needs Improvement   Satisfactory   Outstanding   N/A

Does the instructor introduce topic, state goals, present material or activity effectively, summarize, and give assignment or suggest an idea to consider before next class?

Not Demonstrated   Needs Improvement   Satisfactory   Outstanding   N/A

Could the instructor be seen and heard?

Not Demonstrated   Needs Improvement   Satisfactory   Outstanding   N/A

Were key points emphasized?

Not Demonstrated   Needs Improvement   Satisfactory   Outstanding   N/A

Were explanations clear to students?

Not Demonstrated   Needs Improvement   Satisfactory   Outstanding   N/A

Were examples, metaphors, and analogies appropriate?

Not Demonstrated   Needs Improvement   Satisfactory   Outstanding   N/A

Was the lecture stimulating and thought provoking?

Not Demonstrated   Needs Improvement   Satisfactory   Outstanding   N/A

Opportunity for student participation:

List *students'* activities:

Does instructor encourage students to summarize and add to others' summaries?

Not Demonstrated   Needs Improvement   Satisfactory   Outstanding   N/A

Does instructor help quieter students interact with other?

Not Demonstrated   Needs Improvement   Satisfactory   Outstanding   N/A

Individualization of instruction:

Are the emotional, physical, and intellectual needs of students met?

Not Demonstrated   Needs Improvement   Satisfactory   Outstanding   N/A

Does the instructor prompt awareness of students' prior learning and experience?

Not Demonstrated   Needs Improvement   Satisfactory   Outstanding   N/A

Does the instructor offer "real world" applications?

Not Demonstrated   Needs Improvement   Satisfactory   Outstanding   N/A

Is the instructor available before or after class?

Not Demonstrated   Needs Improvement   Satisfactory   Outstanding   N/A

Does the instructor relate class to course goals, students' personal goals, or societal concerns?

Not Demonstrated   Needs Improvement   Satisfactory   Outstanding   N/A

Responsiveness to student feedback:

Is the instructor paying attention to cues of boredom, confusion?

     Not Demonstrated   Needs Improvement   Satisfactory   Outstanding   N/A

Does the instructor encourage or discourage questions (dissension)?

     Not Demonstrated   Needs Improvement   Satisfactory   Outstanding   N/A

Does the instructor provide students opportunity to mention problems/concerns with the class, either verbally or in writing?

     Not Demonstrated   Needs Improvement   Satisfactory   Outstanding   N/A

Learning difficulties:

Does a student need assistance for a temporary or permanent disability?

     Not Demonstrated   Needs Improvement   Satisfactory   Outstanding   N/A

Are one or more students not motivated or unable to follow the class?

     Not Demonstrated   Needs Improvement   Satisfactory   Outstanding   N/A

Does the instructor show favoritism?

     Not Demonstrated   Needs Improvement   Satisfactory   Outstanding   N/A

Are students able to see visual aids?

     Not Demonstrated   Needs Improvement   Satisfactory   Outstanding   N/A

Does one group dominate discussion and hinder others' participation?

     Not Demonstrated   Needs Improvement   Satisfactory   Outstanding   N/A