

Classroom Observation Form

Instructor		Date	
Class Observed		Time	
Observer		Department	

Directions: Be sure to use the latest version of Adobe Reader to open and edit this document. Using the table below, please evaluate the instructor's classroom instruction for this observation using the following scores: **1 = Needs Improvement, 2 = Satisfactory, or 3 = Excels.** When you finish the evaluation, please be sure to sign the document using the "Fill & Sign" feature of Adobe Reader. If you have questions or need assistance, please contact the Teaching & Learning Center.

Organization

Criteria	Supervisor Evaluation
Begins class at the scheduled time.	
Instructor checked daily attendance.	
Presented overview of lesson.	
Paced lesson appropriately.	
Presented topics in logical sequence.	
Related today's lesson to previous/future lessons.	
Summarized major points of the lesson.	

Presentation

Presents with an air of assurance – does not appear nervous or uncomfortable.	
Speaks clearly and distinctly with no distracting mannerisms.	
Explained major/minor points with clarity.	
Defined unfamiliar terms, concepts, and principles.	
Used good examples to clarify points.	
Varied explanations for complex or difficult material.	
Emphasized important points.	
Integrated materials (examples, cases, simulations) from "real world".	
Active, collaborative, and cooperative learning favored over passive learning.	
Instructor was dressed professionally.	

Interaction

Treats students with respect.	
Actively encouraged student questions.	
Asked questions to monitor student understanding.	
Waited sufficient time for students to answer questions.	
Listened carefully to student questions.	
Responded appropriately to student questions.	
Restated questions and answers when necessary.	
Appears to have students' respect and maintains discipline.	

Content Knowledge and Relevance

Presented material at an appropriate level for students.	
Demonstrated command of the subject matter.	

Evaluation Total Score

Observation Summary

What were the instructor's major strengths as demonstrated in the observation?	
What suggestions do you have for improving the instructor's skills or methodology?	
If this was a repeat observation, what progress did you discern in the instructor's skills?	
Additional Comments?	

I have observed this instructor's class and have included any relevant information in this observation form.

Observer's Signature _____

Date _____

This observation has been discussed with me and I understand that a copy is available to me. My signature does not mean that I concur with or object to the contents of this document. It means only that I acknowledge the observer did come to my class and that I have had the opportunity to read the evaluation document.

Instructor's Signature _____

Date _____