

CLASSROOM OBSERVATION WORKSHEET

Instructor: _____ Course: _____

Observer: _____ Date: _____

Directions: Below is a list of instructor behaviors that may occur within a given class or course. Please use it as a guide in making observations, not as a list of required characteristics.

Respond to each applicable statement by placing a check in the appropriate column. If a statement is irrelevant, do not check anything.

	Expected, but not Observed	More Emphasis Recommended	Performed Competently	Accomplished Very Well
Content Organization				
1. Presented overview of lesson	[]	[]	[]	[]
2. Paced lesson appropriately	[]	[]	[]	[]
3. Summarized major points of lesson.	[]	[]	[]	[]
4. Responded to problems raised during lesson.	[]	[]	[]	[]
5. Related today's lesson to past-future lessons.	[]	[]	[]	[]
Presentation:				
6. Spoke effectively.	[]	[]	[]	[]
7. Maintained eye contact with students.	[]	[]	[]	[]
8. Used humor appropriately to strengthen retention and interest.	[]	[]	[]	[]
9. Explained things with clarity.	[]	[]	[]	[]
10. Defined unfamiliar terms, concepts, and principles.	[]	[]	[]	[]
11. Presented examples to clarify points.	[]	[]	[]	[]
12. Related new ideas to familiar concepts.	[]	[]	[]	[]

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	Expected, but not Observed	More Emphasis Recommended	Performed Competently	Accomplished Very Well
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Instructor-Student Interactions:

13. Encouraged student discussion/ questions.	[]	[]	[]	[]
14. Maintained student attention.	[]	[]	[]	[]
15. Responded effectively to students' questions and comments.	[]	[]	[]	[]
16. Challenged students to think critically and creatively.	[]	[]	[]	[]
17. Maintained focus during class discussions.	[]	[]	[]	[]

Other Items:

18. Maintained favorable learning environment.	[]	[]	[]	[]
19. Supported lesson with useful classroom exercises.	[]	[]	[]	[]
20. Presented helpful multi-media materials to support lesson organization and major points.	[]	[]	[]	[]
21. Reinforced lesson with relevant assignments.	[]	[]	[]	[]

Comments:

I have reviewed the ratings and comments. _____
(signature of observed faculty member)