

CLASSROOM OBSERVATION FORM

Directions: The following four categories: 1) *Curriculum and Instructional Support Materials*, 2) *Classroom Management*, 3) *Learning Climate*, and 4) *Teaching and Learning* include questions that can serve as a *guide* when making classroom observations. Each discrete bullet need not be addressed. Prior to the observation the faculty member should meet with the reviewer and provide a course syllabus and any support materials for the activity/lesson that will be observed. Post observation conference should be held to discuss the observation. An overall rating scale is indicated for each category with the guidelines specified below.

- 1 = Outstanding performance; no modifications recommended
- 2 = Highly acceptable performance; some modifications recommended
- 3 = Minimally acceptable performance; substantial modifications recommended
- 4 = Unsatisfactory performance; numerous and major modifications required
- 5 = Not applicable

Curriculum and Instructional Support Materials

1	2	3	4	5
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- Is the syllabus current, comprehensive and learner-centered?
- Are assessment methods clearly stated in the syllabus?
- Are appropriate materials provided to students that support the lesson/concept/project (e.g., case study handout)?
- Is technology embedded in the curriculum to facilitate learning (e.g., classroom, web assisted, WebCT assignments, e-mail, chat rooms, ePortfolios, etc.)?
- Is the content of the course relevant and current?
- Is the instructor responsive to different learning styles?
- How are the global competencies incorporated and assessed?

Notes:

Classroom Management

1	2	3	4	5
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- Is the instructor prepared and organized for class?
- Are lesson learning goals clearly stated?
- Is an overview presented and are topics addressed in a logical sequence?
- Does the instructor summarize important points and relate the discussion to previous and future topics/concepts?
- Does the instructor appropriately manage classroom behaviors such as tardiness or disruptive students?
- Does the instructor adequately address questions that are raised during class?
- Is the instructor available outside the classroom via e-mail, phone, or office hours?

Notes:

Learning Climate

1	2	3	4	5
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- Is the atmosphere of the classroom conducive to learning (supportive, trusting, open)?
- Do students and faculty demonstrate an interest and enthusiasm for the subject matter/lesson?
- Does the instructor know and use student names?
- Does the instructor have good rapport with students and is there a sense of mutual respect?
- When questions are posed is sufficient wait time allowed for students to respond?
- Does the instructor display a sincere interest in students and their learning?
- Does the instructor provide timely and sensitive/constructive feedback to students?
- Is the instructor observant and responsive to student cues (e.g., boredom or confusion)?

Notes:

Teaching and Learning

1	2	3	4	5
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- Is the professor knowledgeable and current in the discipline?
- Are students prepared for class?
- Is the level of learning (i.e., Bloom's Taxonomy) consistent with the level of the course?
- Are ongoing and varied assessment strategies/methods used to determine the progress of students' learning?
- Are stimulating ideas introduced about the subject? Are examples presented to clarify points? Are ideas related to familiar concepts?
- Are students encouraged to share ideas, concepts and experiences with others whose backgrounds and viewpoints differ from their own?
- Does the instructor find ways to help students answer their own questions?
- Are students involved in "hands on" projects such as research, case studies, or "real life" activities?
- Is timely and frequent feedback on tests, reports, projects, etc. provided to help students improve?
- Are teams or discussion groups formed to facilitate learning?

Notes:

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COLLEGE OF PROFESSIONAL STUDIES

Instructor _____ **Date** _____

Course _____ **Observer** _____

Pre Observation Conference Date: _____ **Post Observation Conference Date:** _____

Faculty Signature

Observer Signature

(Signature denotes the Observation Form has been reviewed and discussed.)

Pre Observation Comments:

(Please continue on reverse side)

Post Observation Comments: