

Guided Classroom Observation Form – SAMPLE ONE

Your Name ABC
 Class Instructor XYZ

Course Topic Extreme Driving Conditions
 Date May 5, 2004

All instructors bring into the classroom their individual teaching styles. Within that style there are various and assorted behaviors and actions they will perform in their instruction. Below there are five sections of instruction that should be observed. Please check any and all points that apply as you are observing their instruction. Please remember, this is not an evaluation of the instructor, but a tool to help you as a new instructor learn and utilize various behaviors and actions for an effective teaching and learning environment.

1. Learner-Centered	
Does the instructor: <input type="checkbox"/> Challenge the students? <input checked="" type="checkbox"/> Give explanations of what is expected? <input checked="" type="checkbox"/> Give students choice and control? <input type="checkbox"/> Encourage students to work together? <input checked="" type="checkbox"/> Ask open ended questions requiring a thoughtful response from students?	<input checked="" type="checkbox"/> Provide material that is interesting and relevant? <input checked="" type="checkbox"/> Shows respect (knows names, is polite, etc.)? <input type="checkbox"/> Provide individual attention to personal learning styles? <input checked="" type="checkbox"/> Encourages students to ask questions
Specific examples of learner centered behavior as checked above:	
<p>-Open ended questions are directed to the whole class. "How do you accelerate into a curve?"</p> <p>-When she asks questions, she uses students name to call on them and in her response. It seems much more personal and provides a means of managing a discussion.</p>	
2. Strategic End-Plan (Lesson Planning)	
Does the instructor: <input checked="" type="checkbox"/> Provide the class with a plan for that class period? (Either verbally or a written outline) <input type="checkbox"/> Provide a summary of the previous class to lead into the objective of the day? <input checked="" type="checkbox"/> Come to the class prepared with notes, instructor aides, equipment needed, etc.?	<input type="checkbox"/> Explain any and all materials needed for that class period? <input checked="" type="checkbox"/> Follow a clear format throughout the class time? <input checked="" type="checkbox"/> Summarize material presented?
Specific examples of strategic end-plan behavior as checked above:	
<p>-The instructor explained how this call will help on the road, not only in training, but when they go to work.</p> <p>-Framed topic within its importance in working in the industry.</p> <p>-The instructor used teaching aids such as overhead and PowerPoint slides. It helped to keep students on track in the presentation of information.</p>	

Guided Classroom Observation Form (SAMPLE ONE Cont.)

3. Resource-Rich	
Does the instructor use: <input checked="" type="checkbox"/> Notes <input checked="" type="checkbox"/> Handouts <input checked="" type="checkbox"/> Whiteboard <input type="checkbox"/> Videos	<input checked="" type="checkbox"/> Computer presentations <input type="checkbox"/> Demonstrations <input checked="" type="checkbox"/> Textbooks <input checked="" type="checkbox"/> Overheads <input type="checkbox"/> Other resource materials
Specific examples of Resource-Rich behavior as checked above:	
-Instructor used many teaching aids. -Instructor had students follow her in their book and the PowerPoint highlighted concepts introduced in the text.	
4. Engaging and Action-Oriented	
Does the instructor: <input checked="" type="checkbox"/> Give examples? <input checked="" type="checkbox"/> Ask questions? <input checked="" type="checkbox"/> Provide group/individual activities? <input type="checkbox"/> Give demonstrations?	<input type="checkbox"/> Ask for demonstrations from students? <input checked="" type="checkbox"/> Require problem-solving skills of learners? <input type="checkbox"/> Provide assistance when needed and/or asked? <input checked="" type="checkbox"/> Move about the classroom? <input type="checkbox"/> Change or adapt their instruction if students are not responding?
Specific examples of engaging and action-oriented behavior as checked above:	
-Instructor asked questions that required students to use their past experience to explain how they would handle situations.	
5. Assessment-Driven	
Does the instructor: <input checked="" type="checkbox"/> Ask questions to determine students understanding of material presented? <input checked="" type="checkbox"/> Provide specific encouraging feedback to students on a frequent basis?	<input type="checkbox"/> Give quizzes and/or exams? <input checked="" type="checkbox"/> Provide additional material if needed? <input checked="" type="checkbox"/> Show interest in students' feedback? <input type="checkbox"/>
Specific examples of assessment-driven behavior as checked above:	
-After presenting situations and solutions, instructor would give other examples and case studies for students to resolve which allowed the students to apply their newly learned skills to new and different scenarios.	

 Instructor Signature Date

 Education Manager Signature Date

Guided Classroom Observation Form – SAMPLE TWO

Your Name ABC
Class Instructor XYZ

Course Number Study of Maturity
Date July 21, 2005

All instructors bring into the classroom their individual teaching styles. Within that style there are various and assorted behaviors and actions they will perform in their instruction. Below there are five sections of instruction that should be observed. Please check any and all points that apply as you are observing their instruction. Please remember, this is not an evaluation of the instructor, but a tool to help you as a new instructor learn and utilize various behaviors and actions for an effective teaching and learning environment.

1. Learner-Centered	
Does the instructor: <input type="checkbox"/> Challenge the students? <input type="checkbox"/> Give explanations of what is expected? <input checked="" type="checkbox"/> Give students choice and control? <input checked="" type="checkbox"/> Encourage students to work together? <input checked="" type="checkbox"/> Ask open ended questions requiring a thoughtful response from students?	<input checked="" type="checkbox"/> Provide material that is interesting and relevant? <input checked="" type="checkbox"/> Shows respect (knows names, is polite, etc.)? <input type="checkbox"/> Provide individual attention to personal learning styles? <input checked="" type="checkbox"/> Encourages students to ask questions
<p>Specific examples of learner centered behavior as checked above:</p> <p>-Instructor encouraged class participation in the Study of Maturity class by asking questions related to elderly family members and friends. -The students connected easily with the material when they could relate it to a person they know.</p>	
2. Strategic End-Plan (Lesson Planning)	
Does the instructor: <input checked="" type="checkbox"/> Provide the class with a plan for that class period? (Either verbally or a written outline) <input checked="" type="checkbox"/> Provide a summary of the previous class to lead into the objective of the day? <input checked="" type="checkbox"/> Come to the class prepared with notes, instructor aides, equipment needed, etc.?	<input checked="" type="checkbox"/> Explain any and all materials needed for that class period? <input checked="" type="checkbox"/> Follow a clear format throughout the class time? <input checked="" type="checkbox"/> Summarize material presented?
<p>Specific examples of strategic end-plan behavior as checked above:</p> <p>-Instructor took time to bring concepts together at the beginning and end of class using open ended questions. -Instructor managed discussion time well and led the class to the next lesson topic.</p>	

Guided Classroom Observation Form (SAMPLE TWO Cont.)

3. Resource-Rich	
Does the instructor use: <input checked="" type="checkbox"/> Notes <input checked="" type="checkbox"/> Handouts <input checked="" type="checkbox"/> Whiteboard <input type="checkbox"/> Videos	<input checked="" type="checkbox"/> Computer presentations <input checked="" type="checkbox"/> Demonstrations <input checked="" type="checkbox"/> Textbooks <input checked="" type="checkbox"/> Overheads <input checked="" type="checkbox"/> Other resource materials
Specific examples of Resource-Rich behavior as checked above:	
-Along with the items listed above, the instructor was able to incorporate field trips into the course. Students visited nursing facilities and observed not only residents, but billing areas, recreational areas, and nursing services.	
4. Engaging and Action-Oriented	
Does the instructor: <input checked="" type="checkbox"/> Give examples? <input checked="" type="checkbox"/> Ask questions? <input checked="" type="checkbox"/> Provide group/individual activities? <input checked="" type="checkbox"/> Give demonstrations?	<input checked="" type="checkbox"/> Ask for demonstrations from students? <input type="checkbox"/> Require problem-solving skills of learners? <input checked="" type="checkbox"/> Provide assistance when needed and/or asked? <input checked="" type="checkbox"/> Move about the classroom? <input checked="" type="checkbox"/> Change or adapt their instruction if students are not responding?
Specific examples of engaging and action-oriented behavior as checked above:	
-Instructor is very animated, pleasant, and engaging. -She encourages participation by smiling and asking open ended questions.	
5. Assessment-Driven	
Does the instructor: <input checked="" type="checkbox"/> Ask questions to determine students understanding of material presented? <input checked="" type="checkbox"/> Provide specific encouraging feedback to students on a frequent basis?	<input checked="" type="checkbox"/> Give quizzes and/or exams? <input type="checkbox"/> Provide additional material if needed? <input checked="" type="checkbox"/> Show interest in students' feedback? <input type="checkbox"/>
Specific examples of assessment-driven behavior as checked above:	
-During class time, there were opportunities for open discussion, a question and answer session, and a quiz.	

 Instructor Signature Date

 Education Manager Signature Date