**Classroom Observation Booklet**

Instructor name (to be observed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Classroom where observation took place (e.g., Hanes 201, Greenlaw 101): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course Number (e.g., EXSS 188, EXSS 376): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of students in this course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Observation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time class took place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Observer's Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pre-Class Notes:

Learning Organization and Management

Knowledge of the Subject Matter

Teaching Style

Instructional Techniques

Encouragement to Engage in Critical Thinking

**Classroom Observation Form**

1. **LEARNING ORGANIZATION AND MANAGEMENT**

|  |  |  |  |
| --- | --- | --- | --- |
| Did the instructor demonstrate the following behaviors?  | Yes | No | Not Applicable |
| Started and ended class on time  | O | O | O |
| Was prepared to conduct class | O | O | O |
| Clearly explained the learning objectives for the class session | O | O | O |
| Summarized the major points at the end of the lesson | O | O | O |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Evident | Not Evident | Not Applicable |
| Ensured that students were engaged in the learning activities planned for the class session |  |  |  |
| Noticed when a student or students were not engaged and took action to involve the student(s) in the class activity |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Please rate the satisfaction level for this section | NotSatisfactory | LowSatisfactory | Satisfactory | HighSatisfactory | Meritorious |
| **Learning Organization and Management**  | O | O | O | O | O |

**Section Comments:**

1. **KNOWLEDGE OF THE SUBJECT MATTER**

|  |  |  |  |
| --- | --- | --- | --- |
| To what extent did the instructor demonstrate the following behaviors?  | Evident | Not Evident | Not Observed |
| Explained concepts clearly |  |  |  |
| Gave "real-world" examples to illustrate concepts |  |  |  |
| Responded adequately to student questions |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Please rate the satisfaction level for this section | NotSatisfactory | LowSatisfactory | Satisfactory | HighSatisfactory | Meritorious |
| **Knowledge of the Subject Matter:** | O | O | O | O | O |

**Section Comments:**

1. **TEACHING STYLE**

| To what extent did the instructor demonstrate the following behaviors?  | Evident | Not Evident | Not Observed |
| --- | --- | --- | --- |
| Spoke clearly and audibly |  |  |  |
| Showed enthusiasm for the subject matter and teaching |  |  |  |
| Treated all students in an equitable manner  |  |  |  |
| Encouraged questions and student participation |  |  |  |
| Provided helpful feedback to questions  |  |  |  |
| Gave students an adequate amount of time to respond to questions |  |  |  |
| Interaction with individual students during the class session (if applicable) |  |  |  |
| Interaction with small groups during the class session (if applicable) |  |  |  |
| Used techniques that reflect an awareness of different learning styles |  |  |  |
| Appropriately used web-based resources, PowerPoint, or other technological tools |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Please rate the satisfaction level for this section | NotSatisfactory | LowSatisfactory | Satisfactory | HighSatisfactory | Meritorious |
| **Teaching Style:** | O | O | O | O | O |

**Section Comments:**

1. **INSTRUCTIONAL TECHNIQUES**

| What instructional techniques took place during this class session?  | Evident | Not Evident | Not Observed |
| --- | --- | --- | --- |
| Lecture |  |  |  |
| Socratic questioning/discussion in lecture classes  |  |  |  |
| Breaking up lectures into smaller segments using active learning  |  |  |  |
| Providing time for students to work in pairs or small groups |  |  |  |
| Teacher demonstration of a procedure |  |  |  |
| Encouraging all students to answer questions simultaneously (e.g., through note cards, clickers, show of hands)  |  |  |  |
| Flipping the classroom [for example: providing recorded lectures outside of class, and problem-solving exercises in class] |  |  |  |
| Working on practice problems/problem solving during class |  |  |  |
| Providing incentives for students to complete readings before class (e.g., quizzes, short written summaries)  |  |  |  |
| Having students evaluate each other's work  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Please rate the satisfaction level for this section | NotSatisfactory | LowSatisfactory | Satisfactory | HighSatisfactory | Meritorious |
| **Instructional Techniques:** | O | O | O | O | O |

**Section Comments:**

1. **ENCOURAGEMENT TO ENGAGE IN CRITICAL THINKING**

| What learning processes does the instructor encourage students to engage in? | Evident | Not Evident | Not Observed |
| --- | --- | --- | --- |
| Analyzing the basic elements of an idea, experience, or theory  |  |  |  |
| Applying theories or concepts to practical problems in new situations  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Please rate the satisfaction level for this section | NotSatisfactory | LowSatisfactory | Satisfactory | HighSatisfactory | Meritorious |
| **Encouragement to Engage in Critical Thinking:** | O | O | O | O | O |

**Section Comments:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | NotSatisfactory | LowSatisfactory | Satisfactory | HighSatisfactory | Meritorious |
| **OVERALL TEACHING SCORE** | O | O | O | O | O |

**Future Plans for Improving Teaching:**

**Comments/Notes From Observation: Notes from Observed**

**Comments/Notes From Observation: Notes from Observer**