

CLASSROOM OBSERVATION REPORT

Instructor Observed: _____ Date: _____

Course No. _____ Course Title _____ CrHrs _____

Sem/Year _____ No. Students Present: _____

Observer: _____

PURPOSE: The purpose of this observation report is

- to encourage improvement in teaching, and
- to provide data for accurate and equitable decisions on bonus, promotion and tenure.

INSTRUCTIONS: Before the classroom visit, the department chair/director should review the syllabus of the course and arrange a visit with the teacher. Observations should include at least two occasions. The observer should remain in the classroom for the full period. A conference should be held within three days after the visit to discuss the observations.

CRITERIA: Please indicate the level of assessment on the scale to the right. Use the reverse of this sheet if there is a need to further explain any of the criteria.

- | | Strong | Needs Improvement | Not Applicable |
|---|--------|-------------------|----------------|
| 1. Has a clear purpose and plan, yet is flexible. | | | |
| 2. Knows the subject matter well. | | | |
| 3. Shows enthusiasm for the subject matter. | | | |
| 4. Uses teaching methods appropriate to the material. | | | |
| 5. Organizes the presentation and activities of the class period. | | | |
| 6. Encourages and appropriately directs student involvement. | | | |
| 7. Encourages thinking and analysis. | | | |
| 8. Responds appropriately to students' questions and comments. | | | |
| 9. Communicates clearly at a level appropriate for the students. | | | |
| 10. Effectively uses entire class time. | | | |
| 11. Makes assignments appropriate in length and difficulty. | | | |

ASSESSMENT/RECOMMENDATIONS: Based on the above criteria or other pertinent observations, please answer the following questions. (Additional pages may be necessary.)

- A. What are the particular strengths of this teacher and this presentation?

- B. What specific suggestions would you make for improvement?