

Classroom Observation Worksheet

Instructor Wanda Williams
 Date 2/15/17

Course Seminal
 Observer B. Jerome-D'Emilia

Directions: Below is a list of instructor behaviors that may occur within a given class or course. Please use it as a guide to making observations, not as a list of required characteristics. When this worksheet is used for making improvements to instruction, it is recommended that the instructor highlight the areas to be focused on before the observation takes place. Please choose 5-10 behaviors below that you would like evaluated by the faculty peer evaluator. Once chosen, please contact your peer evaluator and agree upon a desired date for your evaluation. Also, please provide the evaluator with a syllabus including objectives.

This evaluation will be used in addition to your self evaluation and student evaluations for your annual evaluation.

Respond to each statement using the following scale:

<i>Not observed</i>	<i>More emphasis recommended</i>	<i>Accomplished very well</i>
1	2	3

Circle the number at the right that best represents your response. Use the comment space below each section to provide more feedback or suggestions.

Content Organization	<i>Not observed</i>	<i>More emphasis</i>	<i>Accomplished very well</i>
1. Made clear statement of the purpose of the lesson	1	2	3
2. Defined relationship of this lesson to previous lessons	1	2	3
3. Presented overview of the lesson	1	2	3
4. Presented topics with a logical sequence	1	2	3
5. Paced lesson appropriately	1	2	3
6. Summarized major points of lesson	1	2	3
7. Responded to problems raised during lesson	1	2	3
8. Related today's lesson to future lessons	1	2	3

Comments:

Well organized and interesting content

Presentation	<i>Not observed</i>	<i>More emphasis</i>	<i>Accomplished very well</i>
9. Projected voice so easily heard	1	2	3
10. Used intonation to vary emphasis	1	2	3
11. Explained ideas with clarity	1	2	3
12. Maintained eye contact with students	1	2	3
13. Listened to student questions & comments	1	2	3
14. Projected nonverbal gestures consistent with intentions	1	2	3
15. Defined unfamiliar terms, concepts, and principles	1	2	3
16. Presented examples to clarify points	1	2	3
17. Related new ideas to familiar concepts	1	2	3
18. Restated important ideas at appropriate times	1	2	3
19. Varied explanations for complex and difficult material	1	2	3
20. Used humor appropriately to strengthen retention & interest	1	2	3
21. Limited use of repetitive phrases & hanging articles	1	2	3

Comments:

Good use of humor and Media content.
 Also good use of personal stories to encourage discussion.

Instructor – Student Interactions*Not Observed More Emphasis Accomplished Very Well*

22. Encouraged student questions	1	2	3
23. Encouraged student discussion	1	2	3
24. Maintained student attention	1	2	3
25. Asked questions to Monitor students' progress	1	2	3
26. Gave satisfactory answers to student questions	1	2	3
27. Responded to nonverbal cues of confusion, boredom, & curiosity	1	2	3
28. Paced lesson to allow time for note taking	1	2	3
29. Encouraged students to answer difficult questions	1	2	3
30. Asked probing questions when student answer was incomplete	1	2	3
31. Restated questions and Answers when necessary	1	2	3
32. Suggested questions of limited interest to be handled outside of class	1	2	3

Comments:

The group was a bit difficult because a number of students were not prepared and did not participate. But the students who did participate were very engaged.

Instructional Materials & Environment	Not Observed	More Emphasis	Accomplished Very Well
33. Maintained adequate classroom facilities	1	2	3
34. Prepared students for the lesson with appropriate assigned readings	1	2	3
35. Supported lesson with useful classroom discussions and exercises	1	2	3
36. Presented helpful audio-visual materials to support lesson organization & major points	1	2	3
37. Provided relevant written assignments	1	2	3

Comments:

Not ~~sure~~ sure how to get students to do the reading. I would think that if they expected to be called on in class they would prepare.

Content Knowledge and Relevance

Not observed More emphasis Accomplished very well

38. Presented material worth knowing	_____	✓
39. Presented material appropriate to student knowledge & background	_____	✓
40. Cited authorities to support statements	_____	✓
41. Presented material appropriate to stated purpose of the course	_____	✓
42. Made distinctions between fact & opinion	_____	✓
43. Presented divergent view-points when appropriate	_____	✓
44. Demonstrated command of subject matter	_____	✓

Comments:

1 What overall impressions do you think students left this lesson with in terms of content or style?

I would think students would have a positive impression of the professor, however

2 What were the instructor's major strengths as demonstrated in this observation? there was

Instructor was obviously knowledgeable tension with students who were →

not prepared.

3 What suggestions do you have for improving upon this instructor's skills?

Good use of video, although using video can always cause problems due to delays or difficulty connecting. Good to check before

4 As the faculty member receiving this evaluation, please comment here:

to make sure everything works. Also perhaps consider a quick break during the class.

5 Date and time of peer evaluation meeting: 2/15/17 12 noon

Faculty Mentor Signature: Wanda Wilks

Faculty Peer Evaluator Signature: [Signature]