

Class Observation Form: 1

Professor/Lecturer:		Date/ Time:	
Course:		Academic Year:	
Student numbers:		Campus:	
Topic of the day:			
Instruction Method:			
Observer:			

Please summarize what you observed in the following categories:

The Professor/Lecturer:

Structure: preparation, organization, instructional goals

Instruction: guidance of discussion, clarity of explanations, balance of instructional activities

Style: voice, use of movement, gestures, eye contact, enthusiasm

Interaction: rapport with students, ability to involve students in section

Materials: media/blackboard use, handouts, PowerPoint, video, etc

Students:

Student participation / attentiveness (beginning, middle, end)

Student comprehension

General Comments:

Suggestions for improvement:

Class Observation Form: 2

Professor/Lecturer:		Date/ Time:	
Course:		Academic Year:	
Student numbers:		Campus:	
Topic of the day:			
Instruction Method:			
Observer:			

Report how the instructor accomplished the following items during the observed section meeting.

Answers: YES/NO, or very short comments.

1	Started class with an overview of the last lecture.	
2	Started class with an overview of the day's lesson plan.	
3	Lecturer/professor linked the topic with the syllabus and the learning outcomes.	
4	Connected section discussion activity to lecture.	
5	Encouraged participation of all students.	
6	Helped students make connections between theory and application.	
7	Guided students toward discovering answers on their own, rather than giving them the answers.	
8	Provided varied explanations of material.	
9	Asked discussion questions that stimulated higher-level thinking.	
10	Used small groups effectively for some portion of class.	

11	Attempted to determine whether students were understanding material.	
12	Concluded the lecture with a summary.	

THE END!

For Office Use Only:

Observer/Date report submitted:	
Head of Department - Signature	
Academic Director - Signature	