# Guidelines & Notes for a Class Observation

**Instructor** ________________  **Observer** ________________  **Date** ____________

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Meeting Time</th>
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**Course Level:**  
- Freshman  
- Sophomore  
- Junior  
- Senior  
- Graduate  

**Number of Students** ____________

**Description of room, where students sit, other aspects of teaching/learning space:**

**Topic of class session:**

**Description of general instruction method(s):** e.g., lecture format, discussion, small group work, laboratory

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**Notes on observations of the Instructor**

- Speaking Style
  - Use of Movements & Gesture
  - Use of Media & Technology
  - Organization of class session
  - Enthusiasm
  - Handouts

**Notes on observations of the Students**

- Attentiveness (beginning, middle, end of session)
- Questions
- Evidence of Understanding
- Note-taking and Other Classroom Behavior

**General Comments**

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