

Guidelines & Notes for a Class Observation

Instructor _____ **Observer** _____ **Date** _____

Course Number _____ **Course Title** _____ **Meeting Time** _____

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

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

Revised 2012

Adapted from Lewis, K. G. (2001). Using an objective observation system to diagnose teaching problems. In K. G. Lewis & J. T. Povlacs Lunde (Eds.), *Face to face: A sourcebook of individual consultation techniques for faculty/instructional developers*. Stillwater, OK: New Forums Press.