

Classroom Observation Form (Scaled)

Instructor _____ Observer _____

Course _____ Number of students present _____

Date/time of observation _____ Location _____

NOTE:

This form provides 10 areas for observation, and may be used by the observer to record feedback during the classroom visit. Each area includes prompts regarding what should be observed.

Please respond to each statement using the scale below. Use the comment space below each section to provide more feedback or suggestions.

Outstanding	Well-Demonstrated	Satisfactory	Merits Further Development	Not Demonstrated	Not Applicable
5	4	3	2	1	N/A

Development of learning objectives:

- _____ 1. Are objectives for the class given verbally, written, or not at all?
- _____ 2. Are specific instructional outcomes used?
- _____ 3. Are objectives discussed at the end of class?

Comments:

Selection and use of instructional materials:

- _____ 1. Do films, websites, and other audiovisual materials have a clear purpose?
- _____ 2. Are handouts appropriate in number and subject?
- _____ 3. Since the text may be pre-selected, does instructor give help with reading or using the text if necessary?

Comments:

Educational climate for learning:

- _____ 1. Are students AND teacher interested and enthusiastic?
- _____ 2. Does the instructor use student names?
- _____ 3. Is humor used appropriately?
- _____ 4. Does instructor not embarrass or belittle students in any way?
- _____ 5. Is the atmosphere of the classroom participative?
- _____ 6. Did the instructor have eye contact with students?

Comments:

Variety of instructional activities:

- _____ 1. Does timing of classroom activities consider attention spans?
- _____ 2. Does instructor involve students in deciding what issues to discuss?

Comments:

Preparation for class session:

Provide examples that show preparation by instructor:

_____ 1. Do students know what preparation (reading or other assignments they should have completed prior to class?

Comments:

Instructional methods:

List *instructor* activities:

_____ 1. Did the opening gain the class' attention? Did it establish rapport?

_____ 2. Did the opening outline the topic and purpose of the lecture?

_____ 3. Is the delivery paced to students' needs?

_____ 4. Does the instructor introduce topic, state goals, present material or activity effectively, summarize, and give assignment or suggest an idea to consider before next class?

_____ 5. Could the instructor be seen and heard?

_____ 6. Were key points emphasized?

_____ 7. Were explanations clear to students?

_____ 8. Were examples, metaphors, and analogies appropriate?

_____ 9. Was the lecture stimulating and thought provoking?

Comments:

Opportunities for student participation:

List *students'* activities:

_____ 1. Does instructor encourage students to summarize and add to others' summaries?

_____ 2. Does instructor help quieter students interact with other?

Comments:

Individualization of instruction:

_____ 1. Are the emotional, physical, and intellectual needs of students met?

_____ 2. Does the instructor prompt awareness of students' prior learning and experience?

_____ 3. Does the instructor offer "real world" applications?

_____ 4. Is the instructor available before or after class?

_____ 5. Does the instructor relate class to course goals, students' personal goals, or societal concerns?

Comments:

Responsiveness to student feedback:

- _____ 1. Is the instructor paying attention to cues of boredom, confusion?
- _____ 2. Does the instructor encourage or discourage questions (dissension)?
- _____ 3. Does the instructor provide students opportunity to mention problems/concerns with the class, either verbally or in writing?

Comments:

Learning difficulties:

- _____ 1. Does a student need assistance for a temporary or permanent disability?
- _____ 2. Are one or more students not motivated or unable to follow the class?
- _____ 3. Does the instructor show favoritism?
- _____ 4. Are students able to see visual aids?
- _____ 5. Does one group dominate discussion and hinder others' participation?

Comments:

Instrument adapted from the Community College of Aurora's [Mentor Program Handbook](#) and Staffordshire University's "Guidelines for the Observation of Teaching."