

# Classroom Observation Report (Worksheet)

Instructor \_\_\_\_\_ Observer \_\_\_\_\_

Course \_\_\_\_\_ Number of students present \_\_\_\_\_

Date/time of observation \_\_\_\_\_ Location \_\_\_\_\_

**NOTE:**

*This form may be used by the observer to report feedback from the classroom observation. It provides a list of instructor behaviors that may occur within a given class. Please use it as a guide to making observations, not as a list of required characteristics. When this form is used for formative evaluation, it is recommended that the instructor highlight the areas to be focused on before the observation takes place. It is suggested that the observer and instructor arrange both pre- and post-visit meetings.*

*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

**Content Organization**

- |  |   |   |   |   |   |     |
|--|---|---|---|---|---|-----|
| 1. Made clear statement of the purpose of the lesson       | 5 | 4 | 3 | 2 | 1 | N/A |
| 2. Defined relationship of this lesson to previous lessons | 5 | 4 | 3 | 2 | 1 | N/A |
| 3. Presented overview of the lesson                        | 5 | 4 | 3 | 2 | 1 | N/A |
| 4. Presented topics with a logical sequence                | 5 | 4 | 3 | 2 | 1 | N/A |
| 5. Paced lesson appropriately                              | 5 | 4 | 3 | 2 | 1 | N/A |
| 6. Summarized major points of lesson                       | 5 | 4 | 3 | 2 | 1 | N/A |
| 7. Responded to problems raised during lesson              | 5 | 4 | 3 | 2 | 1 | N/A |
| 8. Related today's lesson to future lessons                | 5 | 4 | 3 | 2 | 1 | N/A |

Comments:

## Presentation

9. Projected voice so easily heard	5	4	3	2	1	N/A
10. Used intonation to vary emphasis	5	4	3	2	1	N/A
11. Explained ideas with clarity	5	4	3	2	1	N/A
12. Maintained eye contact with students	5	4	3	2	1	N/A
13. Listened to student questions & comments	5	4	3	2	1	N/A
14. Projected nonverbal gestures consistent with intentions	5	4	3	2	1	N/A
15. Defined unfamiliar terms, concepts, and principles	5	4	3	2	1	N/A
16. Presented examples to clarify points	5	4	3	2	1	N/A
17. Related new ideas to familiar concepts	5	4	3	2	1	N/A
18. Restated important ideas at appropriate times	5	4	3	2	1	N/A
19. Varied explanations for complex and difficult material	5	4	3	2	1	N/A
20. Used humor appropriately to strengthen retention & interest	5	4	3	2	1	N/A
21. Limited use of repetitive phrases & hanging articles	5	4	3	2	1	N/A

Comments:

## Instructor-Student Interactions

22. Encouraged student questions	5	4	3	2	1	N/A
23. Encouraged student discussion	5	4	3	2	1	N/A
24. Maintained student attention	5	4	3	2	1	N/A
25. Asked questions to monitor students' progress	5	4	3	2	1	N/A

26. Gave satisfactory answers to student questions	5	4	3	2	1	N/A
27. Responded to non-verbal cues of confusion, boredom, or curiosity	5	4	3	2	1	N/A
28. Paced lesson to allow time for note taking	5	4	3	2	1	N/A
29. Encouraged students to answer difficult questions	5	4	3	2	1	N/A
30. Asked probing questions when student answer was incomplete	5	4	3	2	1	N/A
31. Restated questions and answers when necessary	5	4	3	2	1	N/A
32. Suggested questions of limited interest to be handled outside of class	5	4	3	2	1	N/A

Comments:

**Instructional Materials and Environment**

33. Maintained adequate classroom facilities	5	4	3	2	1	N/A
34. Prepared students for the lesson with appropriate assigned readings	5	4	3	2	1	N/A
35. Supported lesson with useful classroom discussions and exercises	5	4	3	2	1	N/A
36. Presented helpful audio-visual materials to support lesson organization & major points	5	4	3	2	1	N/A
37. Provided relevant written assignments	5	4	3	2	1	N/A

Comments:

### Content Knowledge and Relevance

38. Presented material worth knowing	5	4	3	2	1	N/A
39. Presented material appropriate to student knowledge & background	5	4	3	2	1	N/A
40. Cited authorities to support statements	5	4	3	2	1	N/A
41. Presented material appropriate to stated purpose of the course	5	4	3	2	1	N/A
42. Made distinctions between fact & opinion	5	4	3	2	1	N/A
43. Presented divergent viewpoints when appropriate	5	4	3	2	1	N/A
44. Demonstrated command of subject matter	5	4	3	2	1	N/A

Comments:

45. What overall impact do you think this lesson had on students and their learning outcomes?

46. What were the instructor's major strengths as demonstrated in this observation?

47. What suggestions do you have for the instructor for improving their teaching skills?

Did you have a pre-visit conference? \_\_\_\_\_

A post-visit conference? \_\_\_\_\_

07/06/10

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Instrument adapted from the University of Minnesota's Peer Review of Teaching classroom observation instruments: <http://www1.umn.edu/ohr/teachlearn/resources/peer/>.