

# Teaching Observation Report

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

Date: \_\_\_\_\_ Course: \_\_\_\_\_ Core: Yes | No Class Size: \_\_\_\_\_

## Planning and Preparation

*Clear, specific, and justifiable objectives:*

*Contribution of class observed to the aims of the course:*

*Attention to student needs:*

*Use of instructional resources:*

## Instruction

*Mode:* Lecture, discussion, workshop, etc.

*Introduction:* How is the class period set up? Motivation. Purpose. Structure forecast.

*Development:* Parts, and the purposes of each part. Transitions among parts. Appropriate content. Effective methods. Clarity. Attentiveness to students. Feedback for students. Adaptability.

*Closure:* Effective summary. Challenge. Direction for follow-up. Connection to future lessons.

*Assessment:* Reflections/ plans for following classes or for revising this lesson in the future.

## **Management**

*Student conduct:* Clarity of expectations and enforcement.

*Community:* Relationships with and among students. Respect and equity.

## **Presentation**

*Affective qualities:* Energy, confidence, warmth, etc.

*Actions:* Pace, eye contact, voice clarity, professional appearance

## **Intangibles**

## **Comments on Strengths and Challenges**

Observer signature: \_\_\_\_\_

Instructor signature: \_\_\_\_\_

Pre-observation meeting date: \_\_\_\_\_

Post-observation meeting date: \_\_\_\_\_