

## CLASSROOM OBSERVATION CHECKLIST

Name of Instructor \_\_\_\_\_

Course \_\_\_\_\_ Lecture/Topic \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ Campus \_\_\_\_\_



Listed below are observable characteristics of effective teaching. The observer should check the appropriate blank: YES, NO, NI (needs improvement), NA (not applicable). All characteristics may not be observable in one classroom session.

<b>OBSERVABLE CHARACTERISTICS</b>	<b>YES</b>	<b>NO</b>	<b>NI*</b>	<b>NA**</b>
<b>I. PRESENTATION:</b>				
1. Presents an air of assurance, is not nervous or ill-at-ease	_____	_____	_____	_____
2. Speaks clearly and distinctly with no distracting mannerisms.	_____	_____	_____	_____
3. Presents material at a reasonable pace.	_____	_____	_____	_____
4. Treats students with respect.	_____	_____	_____	_____
5. Encourages questions and discussion as appropriate.	_____	_____	_____	_____
6. Has students' respect and easily maintains discipline.	_____	_____	_____	_____
7. Material on PowerPoint is explained thoroughly during presentation.	_____	_____	_____	_____
8. Instructor dresses professionally.	_____	_____	_____	_____
<b>II. SUBJECT MATTER:</b>				
1. Exhibits a command of subject matter.	_____	_____	_____	_____
2. Material presented is appropriate to the course level.	_____	_____	_____	_____
3. Material presented is related to the course objectives.	_____	_____	_____	_____
4. Integrates recent developments in the field into lectures.	_____	_____	_____	_____
5. Audiovisual materials relate to topic and course objectives.	_____	_____	_____	_____

NI\* = Needs improvement

NA\*\* = Not applicable

**III. ORGANIZATION AND CLARITY:**

**YES NO NI\* NA\*\***

- |   |       |       |       |       |
|---|-------|-------|-------|-------|
| 1. Begins class at the scheduled time.                  | _____ | _____ | _____ | _____ |
| 2. Initial activities include:                          |       |       |       |       |
| (a) Taking roll   | _____ | _____ | _____ | _____ |
| (b) Review of previous work                             | _____ | _____ | _____ | _____ |
| (c) Statement of objectives for immediate class period. | _____ | _____ | _____ | _____ |
| 3. The sequence of topics covered is logical.           | _____ | _____ | _____ | _____ |
| 4. Content is presented and explained clearly.          | _____ | _____ | _____ | _____ |
| 5. Transition is provided between topics.               | _____ | _____ | _____ | _____ |
| 6. Major points are distinguished from minor points.    | _____ | _____ | _____ | _____ |
| 7. Major concepts are periodically summarized.          | _____ | _____ | _____ | _____ |

**COMMENTS:**

Areas of strength and originality: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Areas for further development: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Division Chairperson or Observer Date

This report has been discussed with me and I understand that a copy is available to me. My signature does not mean that I concur with, or object to the contents of this document. It means only that I have had the opportunity to read the evaluation document.

\_\_\_\_\_  
Instructor's Signature Date

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NA\*\* = Not applicable