**Observation Worksheet**

Name of Instructor: Course: Observer:

|  |  |  |
| --- | --- | --- |
| **Department Responsibilities** | Needs Improvement | Good |
| Attends required meetings |  |  |
| Distributes appropriate syllabus |  |  |
| Follows course schedule |  |  |
| Provides coordinator with requested class materials |  |  |

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| **Classroom Behaviors** | Not Observed | Needs Improvement | Satisfactory |
| Communicates clearly the goals for the lesson |  |  |  |
| Reviews previous homework assignments clearly . |  |  |  |
| Answers questions without embarrassing the student |  |  |  |
| Explains new topics in concise and orderly manner |  |  |  |
| Explains at an appropriate level |  |  |  |
| Relates content to previous/future lessons |  |  |  |
| Uses an adequate number of appropriate examples |  |  |  |
| Exhibits full understanding of subjects |  |  |  |
| Uses class time effectively |  |  |  |
| Gives evidence of careful planning |  |  |  |
| Uses appropriate methods, activities, materials |  |  |  |
| Encourages students to think independently |  |  |  |
| Helps students who are not meeting learning goals |  |  |  |
| Maintains sufficient eye contact with the class |  |  |  |
| Speaks fluently and audibly at an appropriate pace |  |  |  |
| Writes clearly on the chalkboard/whiteboard |  |  |  |
| Is enthusiastic; seems to enjoy teaching |  |  |  |
| **Rapport with Students** |  |  |  |
| Maintains professional and friendly rapport with students |  |  |  |
| Responds to disruptive behavior while maintaining respect  for students |  |  |  |
| Students are responsive to instructor |  |  |  |
| Sessions are well attended |  |  |  |

GOOD TEACHING TECHNIQUES TO CONTINUE:

SUGGESTIONS: