**Observation Worksheet**

Name of Instructor: Course: Observer:

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| --- | --- | --- |
| **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: