

Classroom Observation Checklist

This is designed to be a guide for the preparation of a narrative report that includes appropriate items on the list. Not all of the items may be applicable in a given class, and observers are encouraged to add other comments.

The situation

- Number and name of the course, and date and time of the observation
- What is the course enrollment and how many students were present?
- What is the primary teaching method? (lecture, lab, question and answer)
- Were there problems in the physical surroundings (lighting, acoustics, seating arrangements, audiovisual equipment, etc.) that might have affected teaching and learning in this room?

Structure and goals

- Did the teacher's presentation show signs of planning and organization?
- Did the teacher integrate instructional elements (lecture, blackboard materials, handouts, audiovisual materials) effectively?
- Did the teacher use class time efficiently?
- Did the teacher respond appropriately to unanticipated situations?

Teaching behaviors

- Did the teacher exhibit enthusiasm for teaching and for the subject?
- Was the teacher active enough? Too active?
- Did the teacher maintain appropriate eye contact with students?
- Did the teacher speak at a proper speed for comprehension and interest?
- Did the teacher use language and terminology that was understandable to students?
- Did the teacher ask and answer questions appropriately?
- How did the teacher's style contribute to learning?
- Did the teacher exhibit distracting mannerisms?

Subject matter

- Was the depth and breadth of the material appropriate to the course and students?
- Did the teacher seem to have mastery of the material?
- Did the teacher incorporate recent developments and new knowledge?

Teacher-student rapport

- Did the teacher demonstrate fair and equitable concern for students?
- Did students seem receptive to the teacher's presentation?
- Were students generally receptive?

- Was the teacher accessible and receptive to students before and after class?

General

- What are the strong points about this teacher's classroom style and performance?
- What concrete suggestions can you offer to help the teacher do a better job?