

The following form(s) can be filled in on-line, then printed for signatures and mailing or faxing.

To begin filling out the forms in Acrobat Reader, make sure the **hand** tool is selected then click on a line or in a box and begin typing. Check boxes can be clicked on or off.



CLASSROOM OBSERVATION—2

Instructor _____ Date _____

Course _____ Evaluator _____

A check mark (✓) in front of an item indicates good acceptable practice, and an X in front of an item indicates it could be strengthened. Comments are provided for X marks. No mark in front of an item indicates that the item was not considered during the observation.

You will need to print out the form to put your check mark or X in front of the boxes.

1. Speech/English

- Speaks distinctly, good enunciation
- Easily understood
- Difficult to understand
- Talks too loud or too soft

3. Personality/Poise

- Cheery and happy
- Calm and collected
- Courteous and friendly
- Enthusiastic
- Good mannerisms
- Moody and grouchy
- Controls classroom humor

5. Teaching Procedures

- Preparation sound
- Talks too much
- Visual aids used
- Knowledge/skills improved
- Uses variety of teaching styles

7. How the Class is Conducted

- Interesting manner
- Teacher dominates class
- Students have too much freedom
- Students take part in class
- Teacher guides and directs
- Class proceeds smoothly
- Class routing effective
- Class begins at designated time

2. Assignments/Projects

- Clear directions/explicit
- Length appropriate
- Too difficult
- Too easy
- Individualized

4. Knowledge of Subject Matter

- Demonstrates good knowledge of subject matter
- Teaches and explains well
- Material related to practical situations
- Applicable to present-day life

6. Questioning of Students

- Good use of questions
- Distributes questions
- Uses student names
- Draws quiet students into discussions

8. Student Interest

- Attentive
- Show enjoyment in work
- Take part in discussion
- Enthusiasm evident
- Seem bored

Comments: _____

