

Instructional Observation Checklist

Faculty Member Evaluated _____ Date _____

Evaluator _____ Course _____

<i>Category</i>	<i>Response</i>			<i>Comments</i>
Organization	Yes	No	N/A	
Begins class on time in an orderly, organized fashion				
Clearly states the goals or objectives for the period				
Reviews or mentions prior class material				
Appears well prepared for class				
Presentation				
Presents information in a clear and understandable manner				
Responds to changes in student attentiveness				
Blackboard writing is large and legible				
Visual aids are clear and effective				
Communicates a sense of enthusiasm and excitement				
Maintains eye contact with class				
Rapport				
Responds constructively to student opinions				
Knows and uses student names				
Does not deprecate student lack of knowledge or understanding				
Treats class members equitably				
Listens carefully to student comments and questions				

<i>Category</i>	<i>Response</i>			<i>Comments</i>
Credibility and Control	Yes	No	N/A	
Demonstrates an in-depth knowledge of the subject matter				
Responds confidently to student inquiries				
Speaks about course content with confidence and authority				
Is able to admit error and/or insufficient knowledge				
Interaction				
Answers student questions clearly and directly				
Uses effective techniques for gaining and maintaining attention				
Uses questioning effectively				
Allows students time to process and answer questions				
Additional Comments				
A. Things that went well for the instructor/class:				
B. Challenges in this particular class:				
C. Specific suggestions for enhancing the learning environment:				