

## Course Observation Checklist

**Instructor:**

**Course:**

**Evaluator:**

**Date:**

**Class Topics:**

*Indicate positive (+), negative (-), or NA*

### In-Class Explanations

- Information is correct
- Explanations are clear and comprehensible
- Suitable examples provided
- Instructor checks on understanding of exercises and explanations
- Visuals used to help illustrate main points
- Diagrams and figures are clear
- Instructor asks students questions

*Comments:*

### In-Class Response to Students' Questions

- Instructor attempts to involve students and stimulate questions
- Instructor took time to understand student questions
- Instructor's answer is clear and correct, at appropriate level
- Instructor checks to see that the students understood the response

*Comments:*

### In-Class Rapport

- Instructor knows and uses students' names
- Instructor attempted to include all the students in the discussion
- Mutual courtesy and respect expressed between instructor and students
- Students appear to enjoy the class; students are involved and attentive
- General atmosphere is positive

*Comments:*

### In-Class Implementation

- Class started promptly and ended on time
- Pace of class is appropriate for level of the students
- Appropriate length of time for each topic or activity
- Clear voice projection, intelligible throughout room
- Effort made to encourage students to prepare in advance of the class
- Appropriate and effective use of textbook(s) and curriculum-related materials
- Directions for in-class activities are clear and complete before students started
- Instructor shows ability to adjust to student needs as class progresses

*Comments:*

**In-Class Lesson Design**

- Efficient, purposeful movement through the material.
- Instructor incorporates small-group activities effectively
- Next assignment is indicated or referred to at start or at end of class
- Instructor summarizes previous lecture/lesson/class
- Instructor summarizes what was learned that day
- Students' questions and difficult points are well anticipated
- Outline or plan for class shown at start
- Instructor-created handouts, quizzes are well designed and appropriate

*Comments:*

**Overall organization of course**

- Syllabus
- Course Notes
- Examinations
- Grading

*Comments:*

**Additional Comments****Overall evaluation****Additional comments (after discussion with instructor)****Suggested methods for improvement**

- \_\_\_\_\_ arrange to be videotaped
- \_\_\_\_\_ observe another class
- \_\_\_\_\_ discuss with other faculty/mentor
- \_\_\_\_\_ other (describe)
- \_\_\_\_\_ none