

### Face-to-Face Classroom Observation Form

Faculty Member Observed: \_\_\_\_\_

Observer name: \_\_\_\_\_ Peer or Supervisor Observation?

Class Observed: \_\_\_\_\_ Date and Time of Class: \_\_\_\_\_ Location of Class: \_\_\_\_\_

Students in Class \_\_\_\_\_

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To be completed by the faculty member being observed:

The goal(s) I have in mind for my students during this class session is (are):

During this class session, I would like the observer to pay particular attention to, and give me feedback on the following:

Provide materials that can be shared before class.

A brief description of content area, subject, and overall strategy.

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To be completed by the observer (questions are to be used as guidelines):

#### 1) Teacher Organization

Describe what happened in this class session.

What teaching strategies or activities did you observe?

Did the activities address the goal mentioned above?

How effective were these activities in achieving the goal that the faculty member had set out for this class session? Explain.

#### 2) Classroom Organization

Did the pacing of instruction seem appropriate?

Were there any small-group activities, assignments, or teaching strategies that you think the faculty member should share with the division faculty as a whole during the next division meeting?

#### 3) Student Engagement

Describe the rapport the instructor had with the students.

What materials were used in the classroom?

How did the instructor integrate the materials into the lesson?

Did the instructor ask open ended questions that prompted students' engagement?

Describe the instructor's delivery (e.g. clarity, eye-contact, volume, etc.).

4) **Feedback**

What suggestions do you have for the faculty member you observed in terms of expansion of particularly effective teaching strategies, improvement of teaching strategies that didn't work well, solving problems you observed, etc.?

What questions do you have for the faculty member?

5) **Other general observations/comments**

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**Factors Affecting Student Learning Beyond the Control of the Instructor (Not part of the observation of teaching.)**

Did the surroundings appear to hamper teaching? Explain.

How did the surroundings enhance teaching? Explain.

Instructor Signature \_\_\_\_\_ Date: \_\_\_\_\_

Observer Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Faculty Response:**