**Faculty Development Center**

**Excellence in Teaching Observation Checklist**

Instructor’s Name & Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Observation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lesson Title or Content Area: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Week of observation (out of 15): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Observer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

Please provide comments for the following sections:

**1. Reflections on course syllabus:**

*1.1. The course syllabus was provided upon request*

*1.2. The syllabus provided an understanding of how the current lesson helps to achieve course objectives and mission*

*1.3. The syllabus provided sufficient detail for assignments & course details*

**2. Session Prep and Opening:**

*2.1. The Instructor began and ended class in a timely manner*

*2.2. Included applications for problem solving and decision making*

*2.3. Emphasized need for problem-solving strategies*

*2.4. Emphasized important points and concepts.*

*2.5. The instructor focused student attention before launching into lecture or lesson’s key activity*

*2.6. Presented a broader framework within which the day’s topic could be placed and related*

*2.7. Stated objectives or agenda for current class session*

*2.8. Linked the class to prior activities or class (homework or other assignments)*

**3. Quality and Content of Discussion:**

*3.1. The Instructor pursued student ideas when they were not clearly expressed and intervened when discussion went off track*

*3.2. Summarized the discussion periodically*

*3.3. Paraphrased student comments for his/her own or students’ understanding*

*3.4. Encouraged students to examine a variety of points of view before drawing conclusions or making judgments*

*3.5. Followed up short or inadequate answers with a probing response that required students to extend or improve his/her answer, accept/acknowledge all answers (“I see what you mean,”) or by reflecting, clarifying, or summarizing*

*3.6. Provided some degree of praise for answering questions*

*3.7. Encouraged students to evaluate their own or one another’s answers (what would happen if you did it that way?*

**4. Classroom Relationships & Student Involvement:**

*4.1. The instructor called students by name*

*4.2. Demonstrated positive rapport with students*

*4.3. Shifted easily from presentation mode to questioning or discussion mode*

*4.4. Provided opportunities for, and encouraged, audience participation and questions*

*4.5. Made sure that comments or questions had been heard by all*

*4.6. Checked to see whether answers to questions had been understood*

*4.7. Treated student’s questions seriously*

*4.8. Was generally attentive to student(s) reflected in student behaviors such as taking notes or reviewing materials to be discussed*

*4.9. Prevented or terminated discussion monopolies*

*4.10. Encouraged/guided critical thinking.*

**5. Class Mechanics (Structure, Pacing & Strategies):**

*5.1. The instructor recognized that everyone heard the questions and answers*

*5.2. Called on non-volunteers as well as volunteers*

*5.3. Allowed time after questions for formulation of good answers*

*5.4. Invited alternative or additional answers*

*5.5. Involved a large proportion of the class*

*5.6. Indicated and provided appropriate transitions from one teaching strategy or concept to another*

*5.7. The pace was appropriate (not too slow, fast or one speed)*

**6. Media/Technology:**

*6.1. Use of technology enhanced the learning process and information disseminated*

*6.2. Selected use of technology supported the lesson objective(s)*

*6.3. Technology helped to better engage the learner*

**7. Closure:**

*7.1. The instructor ties together contributions of various members of the group*

*7.2. Summarized key concepts and points*

*7.3. The instructor draws new conceptualizations and/or sets the stage for further development in the next class*

**8. Class Atmosphere:**

*8.1. The instructor let students know they are free to respond*

*8.2. Supports an atmosphere where it is “safe” to speak and “safe” to be wrong*

*8.3. Allows students to respond to one another*

**9. Additional Comments:**