

OBSERVATION FEEDBACK FORM

Instructor observed: _____
 Observer: _____
 Observation date and time: _____
 Level: S _____
 Actual starting time: _____ Actual ending time: _____
 Size of class: _____

This form has been created to assist you in evaluating the class period you observed. It is not intended to limit your observations when other information is pertinent and there may be items that are not applicable to each class observation. In addition to completing an evaluation form, please remember to discuss your comments with the instructor following the class observation. When you submit this form to Jane, please copy the instructor as an indication that this conversation has taken place.

Rating Scale

- 3 – accomplished very well
- 2 – more emphasis recommended
- 1 – significantly more emphasis recommended
- N/A does not apply

Note: The class hour should be conducted exclusively in Spanish. Any use of English will have to be justified.

I. SEQUENCE AND TIMING OF ACTIVITIES

Clock time:	Activity:	Minutes:

II. PLANNING AND PREPARATION – How does the instructor handle material?

- | | | | |
|---|---|---|---|
| 1. The lesson plan was developed around the material designated for the day on the course syllabus. | 3 | 2 | 1 |
| 2. The instructor had a clearly discernible lesson plan. | 3 | 2 | 1 |
| 3. Overview of day’s objectives clearly provided, with visual support. | 3 | 2 | 1 |
| 4. The class followed a logical sequence. | 3 | 2 | 1 |
| 5. The transitions were smooth. | 3 | 2 | 1 |
| 6. All class, group and/or pair activities were planned to involve all students | 3 | 2 | 1 |
| 7. The instructor did not stall for time or finish early. | 3 | 2 | 1 |
| 8. Appropriate amount of material for class session. | 3 | 2 | 1 |
| 9. Effective closure was given to the lesson. | 3 | 2 | 1 |

III. USE OF SPANISH – How does the instructor use Spanish in class?

1. Spanish was used consistently for general communication in the class.	3	2	1
2. Instructor repeated and/or rephrased instructions in Spanish, rather than resorting to English when students didn't understand.	3	2	1
3. Instructor encouraged and reminded students to speak only Spanish.	3	2	1
4. Instructor's command of grammatical structures is:	_____ very good	_____	needs improvement
5. Instructor's pronunciation is:	_____ very good	_____	needs improvement
6. Instructor's voice is clear and audible.	_____ very good	_____	needs improvement
7. Instructor's level of Spanish when explaining material is:	_____ very good	_____	needs improvement

IV. MANAGEMENT AND ATTITUDE – How does the instructor handle him/herself?

1. Demonstrated organizational skills when appropriate. (small groups, pair work, individual work, etc.)	3	2	1
2. Appeared competent.	3	2	1
3. Demonstrated professional demeanor.	3	2	1
4. Created positive working atmosphere.	3	2	1
5. Appeared fair and impartial.	3	2	1
6. Demonstrated patience.	3	2	1
7. Responded appropriately to problematic situations.	3	2	1

V. INSTRUCTIONAL TECHNIQUES – How does the instructor handle the class?

1. Posed questions, led discussions and assigned tasks appropriate to students' level.	3	2	1
2. Gave students time to think about their answers.	3	2	1
3. Facilitated response and gave appropriate feedback.	3	2	1
4. Presented one thing at a time.	3	2	1
5. Used both oral and written input.	3	2	1
6. Emphasized key vocabulary.	3	2	1
7. Made comprehension checks.	3	2	1
8. Kept explanations brief and accurate.	3	2	1
9. Moved about the room with a purpose.	3	2	1
10. Monitored group/pair work.	3	2	1
11. Paced the class.	3	2	1
12. Made effective use of non-textbook materials (board, visuals, video, audio, Web)	3	2	1
13. Used legible and accurate transparencies, handouts and writing on board.	3	2	1
14. Maximized participation.	3	2	1
15. Kept teacher talk suitable for level.	3	2	1
16. Clear explanations and directions for exercises and assignments.	3	2	1

VI. STUDENT BEHAVIOR AND ATTITUDE – How do students handle themselves?

1. Attended to what was happening in class.	_____ most	_____	needs improvement*
2. Were responsive to class format.	_____ most	_____	needs improvement
3. Demonstrated good rapport with instructor.	_____ most	_____	needs improvement
4. Interacted with one another.	_____ most	_____	needs improvement
5. Were aware of what was expected of them.	_____ most	_____	needs improvement
6. Tried to communicate in Spanish.	_____ most	_____	needs improvement

* needs improvement implies that the instructor must continue to work on techniques which will foster improved student behavior and attitude.

COMMENTS:

Greatest teaching strengths

Specific areas for improvement

NOTE TO SUPERVISOR/OBSERVER: When you return this form to the department (jmdrake@indiana.edu), please make sure to copy the instructor. This will be taken to indicate that the observation form has been shared and discussed by both parties.

Date submitted to Department _____