

OBSERVATION AND EVALUATION SHEET –300 level

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

4 – accomplished very well

3 – more emphasis recommended

2 – significantly more emphasis recommended

1 – not observed but expected

NA does not apply

I. SEQUENCE AND DESCRIPTION OF ACTIVITIES

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.	4	3	2	1
2. The instructor had a clearly discernible lesson plan.	4	3	2	1
3. Students were informed of the objectives for that lesson.	4	3	2	1
4. The class followed a logical sequence.	4	3	2	1
5. The transitions were smooth.	4	3	2	1
6. All class, group and/or pair activities were planned to involve all students	4	3	2	1
7. The instructor did not stall for time or finish early.	4	3	2	1
8. Effective closure was given to the lesson.	4	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.	4	3	2	1
2. Instructor repeated and/or rephrased instructions in Spanish, rather than resorting to English when students didn't understand.	4	3	2	1
3. Instructor's use of language is clear and effective.	4	3	2	1
4. Instructor providing additional information when needed.	4	3	2	1
5. Instructor's voice is clear and audible.	_____	very good	_____	needs improvement

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

1. Demonstrated organizational skills. (group/pair, work, etc.)	4	3	2	1
2. Appeared competent.	4	3	2	1
3. Demonstrated professional demeanor.	4	3	2	1
4. Created positive working atmosphere.	4	3	2	1
5. Appeared fair and impartial.	4	3	2	1
6. Demonstrated patience.	4	3	2	1
7. Responded appropriately to problematic situations.	4	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.	4	3	2	1
2. Gave students time to think about their answers.	4	3	2	1
3. Facilitated response and gave appropriate feedback.	4	3	2	1
4. Made comprehension checks.	4	3	2	1
5. Kept explanations brief and accurate.	4	3	2	1
6. Monitored group/pair work.	4	3	2	1
7. Good pacing.	4	3	2	1
8. Made effective use of non-textbook materials (board, visuals, video, audio, Web)	4	3	2	1
9. Maximized participation.	4	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 aware of what was expected of them.	_____	most	_____	needs improvement
3. Interacted with one another.	_____	most	_____	needs improvement
4. Demonstrated good rapport with instructor.	_____	most	_____	needs improvement

COMMENTS:

Strengths:

Suggestions 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 _____