

Observee:		Course:	
Observer:		Classroom:	
O Date:		Post-O Date:	

Pre-observation Questions

Before the observation, ask the observee the following questions, and record the answers.

- **What is the date, time-range, course and section number, and classroom of the session being observed?**
- **Where is the office I should check-in? Will you notify the office prior to my arrival?**
- **What are the lesson objectives or major topics covered in the day's session? What are the relevant course materials students will use for the day's session?**
- **How will you notify your students prior to my arrival? Where should the observer sit in class?**
- **What else is needed to be known for the observer to effectively evaluate the day's pedagogy, such as classroom, seating, students of concern, or other issues?**
- **What area(s) should the observer focus their attention to provide feedback or assess improvement?** *(Common Areas: Teaching methods, Learning activities, Student rapport, Student engagement, Class management, Subject matter content, Subject matter presentation/videos, Preparation, Organization, Sensitivity to culture/gender/race/etc.)*

Observation Notes

Observational Expectations

- Instructor clearly communicates the session learning outcomes.
- Instructor organizes the session based on the session learning outcomes, with appropriate chunking, pacing, and transition.
- Instructor includes appropriate and accurate content that align with the course and session learning outcomes.
- Instructor engages students in active learning that includes student reflection, timely feedback, and appropriate alignment to the session learning outcomes.
- Instructor builds a safe and inclusive learning community.
- Instructor develops accessible materials and delivers content in an accessible manner.

Session Notes

Notes and feedback about activities (appropriate/effective)	
Notes and feedback about content (appropriate/accurate)	

Learning Outcomes (LOs)

Clearly identified the session LOs and how they relate to past or future content	
Organized the session based on teaching students how to accomplish the LOs	
Delivered content and developed materials that were in alignment with LOs	
Included activities/assessments to practice accomplishing the LOs	

Organization

Applied appropriate order, chunking, and pacing	
Included clear transitions between session sections	
Encouraged students to ask for clarification before transitioning between sections	

Active Learning

Provided opportunities for collaborative learning	
Clearly presented discussion questions prior to discussion	
Gave clear directions and expectations prior to activities, with time for questions	
Provided opportunity for reflection after activities	

Learning Environment

Minimized environmental disruptions with student or instructor positioning	
Employed effective strategies for high student participation and engagement	
Receptive and encouraging in response to student questions	

Encouraged different students to share a diversity of perspectives and experiences	
Developed a safe space for open and inclusive collaboration and discussion	
Provided opportunity for timely and constructive feedback from peers or instructor	

Accessibility

Employed a verbal volume, emphasis, and pacing so that all could hear clearly	
Summarized or repeated questions/comments so that all could hear clearly	
Developed visuals and handouts so that all could clearly see or read them	

Student Practices

Students were ready at class start, prepared, and engaged	
Students used devices appropriately	
Students were respectful of each other	

Post-observation Form

General Comments

- Summarize or give an overview of the observee's instruction.

Observed Areas of Strength

- What were the noticeable strengths of the observee's teaching practices and classroom dynamics? How can they be improved or built upon?

Observed Areas For Improvement

- What were the noticeable area(s) that you recommend improvement? How could they be improved?

Observer Signature: _____

Date: _____

Printed Name: _____

Observee's Comments

To be filled and signed by the observee.

- What will you (observee) do to enhance your teaching strengths and work on areas for improvement? Please discuss the teaching enhancements that you will implement in response to the observer's suggestions.

Observee Signature: _____

Date: _____

Printed Name: _____