



# Teacher Observation Form

UNI CIEP

*HANDBOOK LOCATION: APPENDIX B-15*

## Observation Details

Teacher: \_\_\_\_\_

Date of Visit: \_\_\_\_\_

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

Number of Visits: \_\_\_\_\_

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

Number of Students: \_\_\_\_\_

Session, Year: \_\_\_\_\_

Class Time: \_\_\_\_\_

Type of Observation:  Academic Support Coordinator     Peer     TESOL MA Coordinator

## Observation Questionnaire

To the Observer: Please fill out this form when you visit the teacher's class and use it in a follow-up conference. Then give it to the teacher who will turn it in at the end of the semester.

1. Comment on the teacher's preparation for the class and mastery of the subject matter:

2. How clear and well organized was the class?

3. Were the levels and pace of the class appropriate?

4. Did the teacher exhibit any distracting mannerism(s)?

5. What was the approximate ratio of teacher-talk to student-talk? Did all students get a chance to participate?
  
  
  
  
  
  
  
  
  
  
6. Comments on the use of learning aids (e.g. A-V, handouts, demonstrations):
  
  
  
  
  
  
  
  
  
  
- 7a. Did the material presented reflect program guidelines, objectives and outcomes? If possible, list the course outcomes that were addressed during this period. (If outcomes were not identifiable, this should be discussed with the teacher.)
  
  
  
  
  
  
  
  
  
  
- 7b. Assessment: how did the teacher assess student progress and learning during this class? What were some formal and informal assessments used? (How did the teacher find out whether they had met the objectives for the day?)
  
  
  
  
  
  
  
  
  
  
8. Comment on the teacher's response to students questions:

9. Comment on the general responsiveness of the students and discuss the reasons for the behaviors. (e.g. involved, attentive, confused, engaged, bored):

10. Comment briefly on the teacher's strengths and weaknesses as demonstrated during your observation:

11. To the teacher: What do you think were the strengths of this lesson? What areas would you improve when you have to teach this lesson again (or a similar lesson)?

## The Dos and Don'ts for Individuals Making In-Class Observations

### The Dos

- Try to create a teacher-friendly, teacher-centered experience.
- Provide an opportunity for the teacher to be successful.
- Provide an environment for the teacher to grow/gain confidence.
- Give the teacher control of the time and date, if possible.
- Explain your presence to the class, but stay in the background.
- Consider what the teacher wants you to focus on.
- Take notes of what you see and hear, including both the learners and the teacher.
- Take into account the teacher's level of experience.
- Choose a few substantive issues to address (when meeting with the teacher).
- Offer to help, when appropriate.

### The Don'ts

- Don't interpret or make judgments in your notes during the observation.
- Don't let on that you think something is not going well during the class.
- Don't try to take over activities.
- Don't focus on negatives exclusively.
- Don't sweat the small stuff.
- Don't try to "fix" everything at one time (when meeting with the teacher).