

Instructor:
Class:
Date / Time:
Observer:

Several days prior to the classroom visit, the instructor should provide the observer with a copy of the course syllabus and any additional materials that may be relevant. During the observation, the observer should take detailed notes on what occurs in the classroom: instructional delivery, activities, student behavior, etc. When finished, it is recommended that the instructor and observer meet to discuss the class; in addition, it is recommended the observer provide written feedback in business letter format. Use the rubrics and the questions below to guide feedback.

The Learner and Learning	Undeveloped	Emerging	Proficient	Distinguished	Not Observed
Actively engaging students in the learning process					
Monitors students' understanding and progress					
Adapts instruction for individual needs					
Creates a safe and respectful environment that promotes learning					
Comments:					

Instructional Delivery	Undeveloped	Emerging	Proficient	Distinguished	Not Observed
Makes learning objectives clear to students					
Uses an appropriate method to assess student learning					
Uses instructional time effectively					
Uses appropriate teaching techniques					
Uses instructional technology effectively					
Comments:					

Content Knowledge	Undeveloped	Emerging	Proficient	Distinguished	Not Observed
Demonstrates knowledge of subject matter					
Engages students in higher level thinking skills					
Makes effective use of classroom resources					
Comments:					

1. Describe the instructor's content mastery, breadth, and depth.

2. Describe what you observed and the method(s) of instruction and assessment.

- How has the teacher prepared for this learning occasion? What tools are used, towards what end, and does the teacher apply them effectively? **Note:** Tools include humor, visuals, small group work, writing exercises, guided class discussion, quizzes, etc.
- How does the teacher know if class is going "as planned"? Are there clues to how the teacher maintains this trajectory, or adjusts course when unexpected events happen?

3. Describe the pace and delivery of the course.

- How does the teacher open class? What tone does this set?
- How does the teacher close class? How does this affect what students think or learn? What evidence shows that students clearly understand the content and context for what is learned by the end of class?
- Overall, what does the class tell you about the teacher's philosophy and educational goals?

4. Describe the form and extent of student participation

- What interaction or relationship does the teacher establish with the students? How does this affect the learning environment or opportunities for learning?
- Are students engaged—at what level and in what ways? Is the engagement sustained?

5. What specific suggestions would you make to improve this instructor's teaching?

Sources:

U of MN Center for Teaching and Learning: <http://www1.umn.edu/ohr/teachlearn/resources/peer/index.html>

University of El Paso Center for Effective Teaching and Learning: <http://cetalweb.utep.edu/sun/cetal/resources/portfolios/observe.htm#info>

NDSU School of Education: http://www.ndsu.edu/education/teacher_education/student_teaching_information/coop_teacher/