



Classroom Observation Form of Full-Time and Adjunct Faculty Members

You have been asked by a colleague to observe her/his teaching. One week prior to the observation the colleague should provide you with a copy of the course syllabus and class observation form to be completed by you. You will be asked to comment on 5 major areas of teaching. Carefully read the 5 areas on which you will comment. Bulleted items are listed for each of the 5 areas. The bulleted items are stated to provide you with a basis for your observations. You need not feel obligated to address each bulleted item and you may address additional items if you want to do so.

1. Comment on the faculty member's **knowledge of subject matter.**

- Demonstrated command of the subject
- Demonstrated comfort with the class materials
- Demonstrated comfort and awareness of a variety of viewpoints
- Included examples to illustrate concepts
- Provided satisfactory answers to student questions
- Responded with authority and clarity to student questions

2. Comment on the faculty member's **organization of content.**

- Made a clear statement of the purpose of the class
- Presented an overview and/or main ideas
- Presented material in an organized manner
- Summarized major points
- Related content of the class to previous and/or future classes
- Demonstrated preparation by having materials ready
- Appeared well-prepared

3. Comment on the **presentation/teaching skills**.

- Projected voice well
- Maintained eye contact
- Demonstrated questioning skills, such as asked probing questions, allowed wait time, remained focused when answering questions, asked questions to entire class and not to a select few, refrained from answering own questions, encouraged students to answer questions by providing cues and repeated or restated questions, when necessary
- Paced lesson well
- Checked for understanding frequently
- Demonstrated sincere interest in subject matter and teaching
- Addressed issues of diversity such as treated all class members equitably, showed respect /sensitivity for diverse learners and used varied activities to accommodate diverse learning styles
- Maintained professional yet friendly and confident demeanor
- Used technology well, if appropriate
- Made effective use of class time

4. Comment on the **student-to student and instructor-to-student interactions**.

- Maintained a positive environment for learning
- Encouraged questions from students
- Interacted in fair and respectful manner to all students
- Encouraged discussion
- Attempted to draw non-participating students into the activities
- Responded to student confusion or misunderstanding effectively
- Encouraged students to think in new and different ways

5. Comment on the **course construction**.

- Provided a well-organized syllabus that follows the Fontbonne University guidelines
- Identified possible methods to enhance student learning
- Identified instructional materials to be used during class time



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Observer: _____ Department: _____

Do you feel capable of evaluating the instructor's knowledge of the subject matter?

Yes No

Instructor: _____ Department: _____

Course Number and Title: _____

Date: _____ Number attending class _____ out of number enrolled _____

Procedure: The observer is asked to write a summary of the faculty member's teaching that addresses the following areas. The bulleted items on the addendum are suggestions for you to consider. You need not address each bulleted item and feel free to address other items as well.

1. Comment on the faculty member's **knowledge of subject matter.**

2. Comment on the faculty member's **organization of content.**

3. Comment on the **presentation/teaching skills.**

4. Comment on the **student-to student and instructor-to-student interactions.**

5. Comment on the **instructional materials and environment.**

6. Please make **additional comments / suggestions** below.

7. The instructor may enter her/his comments below.

Signature of Instructor: _____ **Date:** _____

Signature of Observer: _____ **Date:** _____