

The following form(s) can be filled in on-line, then printed for signatures and mailing or faxing.

To begin filling out the forms in Acrobat Reader, make sure the **hand** tool is selected then click on a line or in a box and begin typing. Check boxes can be clicked on or off.



CLASSROOM OBSERVATION—3

Instructor _____ Date _____

Class _____ Observer _____

Subject _____

A check mark (✓) indicates good acceptable practice, and an X in front of an item indicates it could be strengthened. Comments are provided for X marks. No mark in front of an item indicates that the item was not considered during that observation.

You will need to print out the form to put your check mark or X in front of the boxes.

1. Speech/English

- Speaks distinctly; good enunciation
- Easily understood
- Volume adequate
- Uses proper English

2. Assignments

- Clear/directions explicit
- Length appropriate
- Difficulty appropriate
- Individualized

3. Personality

- Enthusiastic
- Good mannerisms
- Controls classroom humor
- Is patient

4. Knowledge of Subject Matter

- Demonstrates good knowledge of subject matter
- Teaches and explains well
- Material related to practical situations

5. Room

- Good housekeeping
- Bulletin boards current
- Room arrangement

6. Questions of Students

- Good use of questions
- Distributes questions
- Uses students' names
- Draws quiet students into discussions

7. How the Class is Conducted

- In an interesting manner
- Teacher/student interaction appropriate for subject
- Class begins at designated time
- Class demonstrates a quality learning environment
- Students take part in class
- Teacher guides and directs
- Class proceeds smoothly

8. Student Interest

- Attentive
- Take part in discussion
- Enthusiasm evident
- Books
- Notebooks
- Note taking

Number of students late: _____

