

OBSERVATION SAMPLE TEMPLATE

Open-Ended Form

Several days prior to the classroom visit, the instructor should provide the observer(s) with a copy of the course syllabus containing course objectives/outcomes, content, organization and assessment.

PROCEDURE: The observer(s) should connect with the instructor several days in advance of the visit to conduct a pre-observation meeting in order to learn the instructor's goals and outcomes for the lesson to be observed, as well as the teaching methods to be used. Discuss specific aspects of the lesson the instructor would like feedback on. Within several days after the visit, the observer(s) should meet with the instructor to discuss the observations and conclusions.

OBSERVER FEEDBACK:

- 1) Specific feedback on elements identified in the pre-observation discussion.
- 2) Describe the key goals/outcomes for the lesson.
- 3) Describe the instructor's content mastery, breadth and depth.
- 4) Describe the method(s) of instruction/assessment.
- 5) Describe the clarity and organization of the lesson.
- 6) Describe the form and the extent of student engagement.
- 7) What specific suggestions would you make to build on strengths and/or improve the teaching?