

Department of Communication Observation Checklist

Instructor: _____ Class/Date: _____

Type of Teaching: ___ Presentation ___ Involvement ___ Questioning ___ Combination

The following classroom attributes are rated 1-5 with 5 = Excellent, 4 = Good, 3 = Satisfactory, 2 = Weak, and 1 = Poor

Attributes	1	2	3	4	5	Comments/ suggestions
The Class Objectives were clear						
Materials were introduced effectively						
Students were prepared for the lesson						
Individual parts of the lesson were clearly related to each other in an appropriate way						
Concepts/ objectives were clearly developed						
Overall, class objectives were achieved						
If appropriate, there was a review to prepare students for the session						
Presentation was paced well in the time allotted/ instructor filled the time						
Key points were emphasized						
Instructor showed sensitivity to responses from the class						
There was positive interaction with the class						
Instructional aids were used effectively						
References, examples and comparisons were used effectively						
Activities were varied during the class period						
The plan for the class was clear						
There was evidence of closure summarizing the objectives						
Overall, material was effectively presented/ objectives were achieved						
Instructor was enthusiastic about the presentation						
Instructor involved students in the class effectively						
Instructor's mannerisms contributed to the presentation						
Instructor maintained good eye contact with the class						
Instructor's voice quality complemented the presentation						
Instructor facilitated interaction among class members when appropriate						
Overall, instructor's teaching style/ personal characteristics contributed to achieving objectives of the class						

Overall Evaluation: