**Institute of Technology**

**Teaching Observation Form**

*Version 24 February 2009*

Instructor being evaluated:   
Evaluator:                                             Date:  
  
Course:                                                 Duration of observation:

***Pre-observation meeting:***

1. What are the goals for the class to be observed?

1. What teaching/learning activities will take place?

1. What have students been asked to do in preparation for this class?

***Observation:***

Summarize what you observed in class in terms of what the instructor did, what the students did, and the interaction between them?

To what extent do you believe that the class session goals were met (explain)?

Provide a rating for each of the statements below based on the classroom observation, from:

*5: Strongly agree, 4: Agree, 3: Neutral, 2: Disagree, 1: Strongly disagree.*

Please provide a brief rationale for any rating of 3 or below.

1. The instructor is well prepared for class (e.g. starts promptly, has all materials ready, has an articulated class plan, shows content preparation).
2. The instructor uses class time efficiently.
3. The instructor raises stimulating and challenging questions.
4. The students are engaged in the teaching/learning activities during the class session.
5. The instructor pitches instruction to an appropriate level.
6. The instructor focuses on important content relative to the overall course goals.
7. The instructor communicates concepts well.
8. The instructor helps students develop skills needed in the discipline.

***Post-observation meeting:***

1. What did the instructor feel went well during the session?

1. What would the instructor change if he/she were to teach this session again?

1. What did the instructor indicate was typical or atypical about this session?

***Additional comments, including both positive aspects and suggestions for improvement:***