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| **Class Observation Form** |

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| **Academic Year** |  | **Semester** |  | **Date** |  |
| **Course Code - Title** |  | **Time** |  |
| **Instructor Name** |  | **Safeer ID** |  |
| **College / Institute** |  | **Department** |  |
| **Observer Name** |  | **Safeer ID** |  |
| **College / Institute** |  | **Department** |  |

*Directions: The following items are indicators of good teaching practice. Please put a check mark (*✓*) in the column that corresponds to your response where:*

*1 = Lacking/Not Evident*

*2 = Satisfactory*

*3 = Excellent*

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| **Area** | **1** | **2** | **3** |
| **1. Professional Knowledge*** addresses appropriate curriculum content
* demonstrates ability to link present content with past and future learning
* facilitates students to use higher-order thinking skills
* focuses on function/meaning rather than drilling
* demonstrates skills relevant to subject area(s)
* utilizes best practices based on current research
* bases instruction on goals that reflect high expectations
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| **2. Instructional Planning*** prepares lesson plans / weekly plans reflecting the educational philosophy and its overarching pedagogical approaches
* links new subject matter to prior learning and/or experience
* makes students aware of the Intended Learning Outcomes (ILOs) and directs their attention as progress is made
* aim and structure of the session are clear and evident
* content of lessons, instructional materials used, and methodologies employed are suitable for the age, level, and the needs of the students
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| **3. Lesson Delivery*** uses teaching approaches, methods, strategies, and techniques that are coherent to the educational philosophy
* implements learner-centered and ac8on-oriented teaching in the class
* provides varied learning opportunities for students
* plans and implements activities that enable learners to develop transferrable study skills and share responsibility for their own learning
* uses variety of techniques, activities, and group dynamics
* uses learning materials judiciously and competently to enhance learning
* uses up-to-date teaching approaches, unusual and creative ideas in teaching and learning, and authentic instructional materials
* creatively and effectively uses a variety of teaching aids and resources such as realia, visual aids, multimedia, and internet-based materials
 |  |  |  |
| **4. Assessment of and for Learning*** implements pre-assessment to adjust the lesson
* determines students’ needs and provides support and feedback when necessary
* clearly conveys information and instruction and check comprehension as appropriate
* implements assessment during and at the end of the lesson to gauge student learning
* uses a well-organized system to determine learners’ needs, interests, and wishes
* uses a variety of valid, appropriate assessments.
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| **5. Learning Environment*** arranges the classroom to maximize learning and provides a safe and conducive environment
* establishes clear expectations
* maximizes instructional learning time by working with students individually and in groups
* listens and pays attention to students’ needs and responses
* acknowledges/celebrates strengths and successes
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| **6. Student Progress*** sets student achievement goals
* provides evidence of goal attainment
* provides support to increase student achievement
* develops interim learning targets
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| **Total:** | **/18** |

Interpretation of Total Score:

1-6: Needs Improvement

7-12: Good

13-18: Excellent

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| **Observation Summary** |
| **What were the instructor’s major strengths as demonstrated in the observation?** |  |
| **What suggestions do you have for improving the instructor’s skills or methodology?** |  |
| **If this was a repeat observation, what progress did you discern in the instructor’s skills?** |  |
| **Additional Comments** |  |
| *I have observed this instructor’s class and have included any relevant information in this observation form.* |
|  |  |  |
| Observer’s Signature |  | Date |
| *This observation has been discussed with me, and I understand that a copy is available to me. My signature does not mean that I concur with or object to the contents of this document. It means only that I acknowledge the observer did come to my class and that I have had the opportunity to read the evaluation document.* |
|  |  |  |
| Instructor’s Signature |  | Date |