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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 |  |  |  |
| **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 |  |  |  |
| **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. |  |  |  |
| **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 |  |  |  |
| **6. Student Progress**   * sets student achievement goals * provides evidence of goal attainment * provides support to increase student achievement * develops interim learning targets |  |  |  |
| **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 |