

The following suggested template for collegial classroom observation was developed by the Faculty Affairs Committee in consultation with UFFC (April 2013).

Instructional Observation Checklist

Faculty Member Evaluated: _____ Date: _____

Evaluator: _____ Course: _____

Category	Response			Comments
Organization	Yes	No	N/A	
Begins class on time in an orderly, organized fashion				
Clearly states the goals or objectives for the period				
Reviews or mentions prior class material				
Appears well prepared for class				
Effectively uses online course management systems and communication tools to facilitate student learning				
Active and Engaged Learning				
Answers/poses student questions clearly and directly				
Allows students time to process and answer questions				
Creates learning environments that welcome, challenge, and support all students				
Demonstrates effective pedagogies for engaged learning				
Rapport				
Knows and uses student names				
Responds respectfully to student lack of knowledge or understanding				
Treats class members equitably				
Listens carefully to student comments and questions				
Credibility and Control				
Demonstrates an in-depth knowledge of the subject matter				
Responds confidently to student inquiries				
Speaks about course content with confidence and authority				
Is able to admit error and/or insufficient knowledge				
Presentation				
Presents information in a clear and understandable manner				
Engaged with class and responds to changes in student attentiveness				
Visual aids are clear, legible and effective				
Communicates a sense of enthusiasm and excitement				

Additional Comments:

Observation Guide Sample

Yijin Wang

A red circular graphic with a gradient, appearing as a stylized arrow or a partial circle, located to the right of the author's name.

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