

Instructional Observation Checklist

Instructor being evaluated _____ Date _____

Evaluator _____ Course _____

<i>Category</i>	<i>Scale</i>					<i>Comments</i>
Organization	poor	needs improvement	meets expectations	exceeds expectations	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						
Other (specify):						
Presentation						
Presents information in a clear and understandable manner						
Uses effective techniques for gaining and maintaining attention						
Visual aids are clear and effective						
Communicates importance, relevance of material						
Maintains eye contact with class						
Other (specify):						
Rapport						
Responds constructively to student opinions						
Knows and uses student names (particularly in small classes)						
Does not deprecate student ignorance or misunderstanding						
Treats class members equitably						
Listens carefully to student comments and questions						
Other (specify):						

<i>Category</i>	<i>Scale</i>					<i>Comments</i>
Credibility and Control	poor	needs improvement	meets expectations	exceeds expectations	N/A	
Demonstrates an in-depth knowledge of the subject matter						
Speaks about course content with appropriate confidence						
Is able to admit error and/or insufficient knowledge						
Answers student questions clearly and directly						
Other (specify):						
Diversity Appreciation						
Interacts equally well with students from varied ethnic backgrounds						
Interacts equally well with students from both genders						
Demonstrates appreciation for cultural diversity						
Other (specify):						

Are there any other important observations, such as active learning or use of media, which should be noted?
