

**INDIANA UNIVERSITY SCHOOL OF INFORMATICS  
IUPUI**

**TEACHING OBSERVATION FORM**

<b>PURPOSE OF TEACHING OBSERVATION</b>
The purpose of teaching observation is to provide SMART (specific, measurable, attainable, realistic, and timely) feedback to faculty on their classroom activities. Its primary utility is developmental in nature, fostering a climate where observation, dialogue, personal reflection, and improvement are encouraged. This observation is but one method to strengthen teaching effectiveness; input from the instructor, feedback via student evaluations, and peer review of teaching materials and resources are all additional strategies that should be employed at regular intervals.

<b>GENERAL INFORMATION</b>	
Instructor's Name:	
Course Name:	
Course Number:	
Observer's Name:	
Date and Time of Observation:	

<b>CLASS PREPARATION AND CLASSROOM MANAGEMENT</b>					
<i>Criterion</i>	<i>Strongly Agree</i>	<i>Agree</i>	<i>Disagree</i>	<i>Strongly Disagree</i>	<i>N/A</i>
Evidence of lesson preparation.					
Time appears to be used effectively.					
Lesson delivered matches information on syllabus.					
Instructor adapts learning to the student's level.					
Instructor uses appropriate examples, visuals, materials, etc.					
Instructor relates the lesson to previous lessons, courses, or readings.					
Instructor conveys a professional presence.					
<u>Additional Comments:</u>					

<b>STUDENT ENGAGEMENT</b>					
<i>Criterion</i>	<i>Strongly Agree</i>	<i>Agree</i>	<i>Disagree</i>	<i>Strongly Disagree</i>	<i>N/A</i>
Students appear interested in the lesson.					
Students are actively involved in the lesson (discussion, group work, etc.)					
Class climate is conducive to learning.					
Student responses demonstrate their acquisition of knowledge or skill.					
<u>Additional Comments:</u>					

<b>COMMUNICATION SKILLS</b>					
<i>Criterion</i>	<i>Strongly Agree</i>	<i>Agree</i>	<i>Disagree</i>	<i>Strongly Disagree</i>	<i>N/A</i>
Instructor speaks clearly and concisely.					
Instructor encourages students to ask questions and make comments.					
Instructor responds to student questions or comments thoroughly.					
Instructor listens, checks for understanding, and respects others' point of view.					
Instructor appears enthusiastic and interested in the lesson.					
<u>Additional Comments:</u>					

**INSTRUCTOR COMMENTS**

\_\_\_\_\_  
Observer's Signature

\_\_\_\_\_  
Instructor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date