

Center for Teaching and Learning: Instructional Observation Form

This form is designed to facilitate observation, description, analysis and drawing conclusions from an instructional event.

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| Faculty name: | Course Name: |
| Location: | Mode of instruction: Lecture/Lab/Discussion |
| Day & time of course: | Course enrollment: |
| Pre-Conference Date: | Date of Visit: |
| Follow-Up Conference Date: | College & Department |
| Observer Name: | |

I. Focus of today's observation based on pre-conference with the faculty:

- A. Instructor's goals for teaching generally
- B. Goals for this observation/consultation session
- C. What issues or questions does the instructor want the observer to look out for?

II. Observation and Description: Notes to be taken during the observation

- A. Physical setting and resources provided by the instructional facility; room structure. Suggested: **sketch or photo** of layout of furniture, inventory and placement of technology and equipment.

- B. Resources students bring to the class/lab session (textbooks, computers, lab supplies, etc.)

C. Number and demographics of students in attendance and total enrolled (X women, Y men etc.)

D. Running timeline of instructional events (see attached optional codes):

| Description of student activities | Description of instructor activities |
|-----------------------------------|--------------------------------------|
| 0:00 Class begins | |

E. Optional: Observation of Particular Teaching Elements (selected prior to the observation)
&/or Additional Thoughts/Insights of Observer (for follow up discussion)

III. Analysis: Reflection & discussion questions for instructor after the observation:

- A. What components of the instruction went well and what components were challenging?
- B. Which instructional skills do you feel confident about and which would you like to improve?
- C. How would you characterize the level of student engagement in the class? What specific details stand out for you?
- D. To what extent & in what ways did your students achieve the outcomes you had intended? What evidence can you identify to support this learning?

IV. Summary of Strengths & Conclusions:

- A. Summary of instructor's observed strengths
- B. Suggestions to consider in working towards stated goals (# IA)
- C. Faculty member's ideas for applying insights from this observation
- D. Plans for future consultation and/or additional visits