

Classroom Observation Report Template

Instructor:	Course:	# students present:
Observer:	Visit Date/Time:	# students participating:

The observer should use the notes made during the observation to provide a final report to the instructor that elaborates on the following topics:

1. *Background context:* Provide an overview of the class in which the observation took place (student makeup, objectives, activities, methods used)
2. *Instructor goals/intentions:* Comment on whether the goals were clearly communicated to the class and connected to the flow of previous or future classes.
3. *Organization:* Comment on the extent to which the teacher made the class plan explicit, followed the plan, had the materials needed for the class, showed evidence of having prepared the content, etc.
4. *Instructional strategies:* Comment on the extent to which the teacher employed a variety of instructional strategies, the appropriateness of techniques for the stated goals, and the pacing of the class for interest and accomplishment of the goals.
5. *Communication:* Comment on the extent to which the teacher was clear with explanations or answers to student questions, defined new terms, used examples, etc. Also comment on the instructor's overall presentation (e.g., voice, tone, fluency, eye contact, rate of speech, gestures, use of space and technology, etc.).
6. *Teacher-student rapport:* Comment on the extent to which the instructor welcomed and appreciated student discussion, the instructor's ability to facilitate group work, and his/her interpersonal skills.
7. *Student engagement:* Comment on the student interaction and engagement in the class (e.g., were all/most students engaged for all/most of the class meeting time? How were they engaged? Through discussion, listening, speaking, writing, etc.?)
8. *Content knowledge:* Comment on the importance, currency and accuracy of the content presented by the instructor
9. *Overall:* What went well for the instructor/class? What did not go so well? What specific suggestions for improvement do you have?

Instrument adapted from Chism, N. V. (2007). Peer review of teaching: A sourcebook, second edition. Bolton, MA: Anker Publishing.