

BOSTON REED COLLEGE®
Class Observation Form

Class Location			
Instructor			
Date of observation			
Instructor on time?	Yes	No	Comment
Class begins on time?	Yes	No	Comment
Did the instructor appear professional?	Yes	No	Comment
Introduction shows relevance to learners.			
Instructor outlined intended outcomes for the day?	Yes	No	If yes, how?
Were the intended outcomes clear?	Yes	No	Explain
Did the instructor assess that all learners understood objectives before beginning lesson?	Yes	No	If yes, how?
Various learning activities engage various learning styles			
List the methods used to present material – do they represent different learning styles		Overhead transparencies/Powerpoint presentation	
		Flipchart/white board/chalkboard	
		Video/Audio	
		Lecture	
		Labs/Hands-on practice	
		Games	
		Learner participation, i.e. working in groups, individual or group presentation, individual working out problem on board, etc.	
		Other (list)	
Did the instructor relate to students as adult learners?	Yes	No	Comment
Teacher checks for comprehension			
Did the instructor assess that all learners understood a lesson before moving on to the next topic?	Yes	No	If yes, give an example

Instructor answered questions by...		Rewording question	
		Offering another example	
		Referring learner to material/source of information	
		Deferring to another learner	
		Offering an analogy	
		Direct answer	
		Other (explain)	
		No questions were asked	
Learners apply learning / Learners' engagement in learning activities			
Were learners positively engaged in learning activities?	Yes	No	If yes, evidence / Comment
Does the instructor have control of the class?	Yes	No	Comment
Closure activities summarize & reinforce			
Did instructor re-cap the objectives met during the session?	Yes	No	If yes, how?
Additional comments or suggestions:			
Supply Cabinet Condition:			
Auditor Name:		Signature:	
Points or suggestions to be shared with the instructor as a result of this audit (note: you should share the positive points you took note of as well as the areas in which improvement is suggested):			
Date shared with instructor:			
Outcome, ie, were follow up activities assigned as a result of observation?			
Date of next follow up if activities planned:			
Date shared with school director/outcome:			