

SCOM INSTRUCTOR OBSERVATION CHECKLIST

Instructor: _____

Observer: _____

Course: _____

Date: _____

For each item, circle the appropriate response:

POORLY
1

2

3

4

VERY
WELL
5

NOT
APPLICABLE
6

ORGANIZATION

- | | | | | | | | |
|----|---|---|---|---|---|---|---|
| 1. | Presented overview of the lesson. | 1 | 2 | 3 | 4 | 5 | 6 |
| 2. | Paced lesson appropriately. | 1 | 2 | 3 | 4 | 5 | 6 |
| 3. | Presented topics in logical sequence. | 1 | 2 | 3 | 4 | 5 | 6 |
| 4. | Related today's discussion/lecture to previous/future ones. | 1 | 2 | 3 | 4 | 5 | 6 |
| 5. | Summarized major points of the lesson. | 1 | 2 | 3 | 4 | 5 | 6 |
| 6. | Discussion/lecture topic(s) related to course content. | 1 | 2 | 3 | 4 | 5 | 6 |

Other observations regarding ORGANIZATION: _____

PRESENTATION

- | | | | | | | | |
|-----|--|---|---|---|---|---|---|
| 7. | Explained things with clarity. | 1 | 2 | 3 | 4 | 5 | 6 |
| 8. | Defined unfamiliar terms, concepts, and principles. | 1 | 2 | 3 | 4 | 5 | 6 |
| 9. | Used good examples to clarify points. | 1 | 2 | 3 | 4 | 5 | 6 |
| 10. | Varied explanations for complex or difficult material. | 1 | 2 | 3 | 4 | 5 | 6 |
| 11. | Emphasized important points. | 1 | 2 | 3 | 4 | 5 | 6 |
| 12. | Use of technology or visual aids | 1 | 2 | 3 | 4 | 5 | 6 |

Other observations regarding PRESENTATION: _____

INTERACTION

- | | | | |
|-----|---|------------------------------|-----------------------------|
| 13. | Actively encouraged student questions. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 14. | Asked questions to monitor student understanding. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If "NO" to Q. #13 and #14, Q. # 15-19 are not rated

- | | | | | | | | |
|-----|---|---|---|---|---|---|---|
| 15. | Waited sufficient time for students to answer questions. | 1 | 2 | 3 | 4 | 5 | 6 |
| 16. | Listened carefully to student questions. | 1 | 2 | 3 | 4 | 5 | 6 |
| 17. | Responded appropriately to student questions. | 1 | 2 | 3 | 4 | 5 | 6 |
| 18. | Restated questions and answers when necessary. | 1 | 2 | 3 | 4 | 5 | 6 |
| 19. | Gave positive reinforcement for thoughtful student participation. | 1 | 2 | 3 | 4 | 5 | 6 |

Other observations regarding INTERACTION: _____

CONTENT KNOWLEDGE AND RELEVANCE

20.	Presented material at an appropriate level for the students.	1	2	3	4	5	6
21.	Presented material appropriate to the purpose of the course.	1	2	3	4	5	6
22.	Demonstrated command of the subject matter.	1	2	3	4	5	6

Other observations regarding RELEVANCE: _____

ADDITIONAL COMMENTS (E.G.: Strengths/Weaknesses Regarding Content and Interaction with students):

OBSERVER'S SIGNATURE: _____ DATE: _____

Please return this form to the department chairperson.