

Observation of Teaching Checklist¹

Name: _____ Observer: _____ Date: _____

Scale:

- 1 =Very Poor; needs serious substantial improvement
- 2 =Poor; needs much improvement
- 3= Good; needs a fair amount of improvement
- 4 = Very good; needs a little improvement
- 5 = Excellent; needs no improvement

Content and Delivery	1	2	3	4	5	N/A	Comments
Appropriate use of time (begins and ends on time)							
Provides introduction/overview of topic/daily goals							
Appropriate level of presentation (Depth and breadth)							
Clarity of presentation (Seems prepared; explains jargon)							
Relevance of information (Stays on topic)							
Knowledge (Uses citations; answers questions clearly)							
Logical flow (Well organized, useful transitions)							
Pace of presentation							
Poses appropriate and clear questions							
Repeats Students' Questions and Comments							
Use of relevant examples in presenting topic							
PowerPoint (Avoids direct reading off of screen)							
PowerPoint (Grammar and spelling)							
PowerPoint (Clarity—Proper font size and visual clarity)							
Use of Demonstration/Links to Concepts							
Use of Active Learning Techniques							
Handouts (Useful in understanding topic)							
Provides conclusion/take home message							
Physical Presence	1	2	3	4	5	N/A	Comments
Makes eye contact with general audience							
Makes eye contact while speaking to individuals							
Facial expression							
Movement about room							
Posture							
Professional attire							
Use of appropriate hand gestures							
Voice—Audible							
Voice—Variation in inflection and tone							
Voice—Appropriate pace of speaking							
Social Presence	1	2	3	4	5	N/A	Comments
Composure/Confidence							
Reinforces student participation							
Relaxed teaching style (may include sense of humor)							
Engaging (Interesting and informative)							
Respectful							
Use of student names							

Other Comments:

¹ Developed by William Buskist, Auburn University Department of Psychology. Used by permission of author.