

**District Staff Development Initiators
Observation Form for EDPD Adjuncts at
College of Charleston**

Instructor's Name _____ Date _____

EDPD Course _____ District _____

Observer's Name _____

Rating Scale:

- | | |
|---------------|---------------------|
| 4 Outstanding | 1 Needs Improvement |
| 3 Very Good | NO Not Observed |
| 2 Adequate | |

Teaching Skills and Classroom Management

- _____ 1. Is punctual and prepared for class
- _____ 2. Seeks active student involvement
- _____ 3. Appeals to different modes of learning: auditory, visual, kinesthetic
- _____ 4. Lesson is well planned, organized and flows smoothly
- _____ 5. Facilities and equipment prepared
- _____ 6. Effective Use of time
- _____ 7. Was actively challenging and appropriate

Comments:

The Lesson

- _____ 1. Importance of the lesson is stated and the content is explained clearly.
- _____ 2. Appropriate/current content methods
- _____ 3. Appropriate progressions
- _____ 4. Accomplishes stated objective(s) for the lesson
- _____ 5. Appropriately designed for quality and rigor
- _____ 6. Shows good planning, organization and preparation
- _____ 7. Provides for maximum participation
- _____ 8. Effective use of technology

Comments:

Personal Qualities

- _____ 1. Presentation is perceived to be creative and enjoyable by students
- _____ 2. Poise, confidence, self-control
- _____ 3. Enthusiasm, energy, humorous

____ 4. **Voice: Clarity, volume, effectiveness**
Comments:

Communication Skills – Rapport with students

- ____ 1. **Conveys ideas clearly and effectively**
- ____ 2. **Maintains students' interest, involvement and enthusiasm in subject**
- ____ 3. **Uses students' ideas and suggestions**
- ____ 4. **Interacts with students**
- ____ 5. **Provides positive reinforcement, encourages**

Comments:

General Comments:

1. What were the strong points or commendable aspects of the lesson presentation?

2. What suggestions are made for improvement or to strengthen the quality of future presentations?