

**Department of Foreign Languages and Literatures
Teaching Observation Form**

Instructor Name:	Observer Name:
Class Name/Number:	Date of Observation:
Class Location:	# of Students Enrolled:
Hour of the day:	# of Students Present:

I. TEACHING ORGANIZATION - Record an outline of the various activity segments.

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II. SPECIFICS (UN= Unsatisfactory; NI=Needs improvement; SA=Satisfactory; VG=Very Good; EX=Excellent)

- UN NI SA VG EX 1. Activities were well-planned and organized.
- UN NI SA VG EX 2. Transitions were smooth between activities.
- UN NI SA VG EX 3. Effective incorporation of the target culture.
- UN NI SA VG EX 4. Multiple language skills practiced (listening, speaking, reading, writing)
- UN NI SA VG EX 5. Variety of interaction types (whole class, group work, etc.)
- UN NI SA VG EX 6. Instructor used the target language exclusively/nearly exclusively.
- UN NI SA VG EX 7. Lesson incorporated a variety of activity types.
- UN NI SA VG EX 8. Instructor’s explanations were clear.
- UN NI SA VG EX 9. Students were given useful opportunities to practice the L2.
- UN NI SA VG EX 10. Instructor made appropriate and effective use of different media.
- UN NI SA VG EX 11. Instructor made appropriate and effective use of additional materials.
- UN NI SA VG EX 12. All students participated actively in the class.
- UN NI SA VG EX 13. Instructor encouraged participation from all students.
- UN NI SA VG EX 14. Students stayed on task.
- UN NI SA VG EX 15. Students used the target language (almost) exclusively.
- UN NI SA VG EX 16. Instructor provided appropriate feedback to student errors.
- UN NI SA VG EX 17. Instructor showed a positive attitude to students.
- UN NI SA VG EX 18. Instructor created a friendly atmosphere for learning.
- UN NI SA VG EX 19. Instructor adapted target language to students’ level/needs.
- UN NI SA VG EX..20. Instructor monitored students’ progress and involvement.
- UN NI SA VG EX..21. Stated objectives were met for today’s lesson

III. STRENGTHS/SUGGESTIONS - List overall strengths and suggestions for the instructor.

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IV. MY OVERALL RATING OF THE LESSON IS:

- Unsatisfactory Needs Improvement Satisfactory Very Good Excellent

V. INSTRUCTOR COMMENTS:

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The observer has discussed the observation with me. I have seen this completed form. I am aware that I may include comments on this form that will be kept on file.

Signatures:

Observer's signature: _____ Date: _____

Instructor's signature: _____ Date: _____