



CLASS OBSERVATION FORM

SIX-HOUR GUIDED CLASSROOM OBSERVATION FORM

Your Name: _____ School: _____

Date of Observation: _____ Teacher Observed: _____

First, remember you are only an observer and not a participant. Prior to your observation experience, please be sure you have the principal's permission to be in the school observing.

Once at the school, introduce yourself to the principal and secretary and explain your purpose at the school. **SIGN THE VISITOR'S LOG.** This is proof you were there to observe.

Introduce yourself to your cooperating teacher. Ask for a description of the day's lesson/agenda. If possible, ask for a copy of handouts so that you may follow along. Also, try to obtain a copy of the lesson plan, seating chart and classroom management plan for your reference. Sit in the back of the room so you can observe the teacher and all students.

**Please address the following items while observing at the school.
This form will be turned in at the final 2-hour face-to-face session.**

I. Classroom Climate:

- Describe the classroom setting, seating arrangements, bulletin board(s), and general classroom décor.

- What evidence is there of student work or projects?

- Are there motivational or encouraging displays?

- Are there workstations for independent work or small group work?

- What types of technology/media do you see?

- Is the classroom student friendly and inviting? Describe.

II. Classroom Management:

- Describe the manner in which the teacher interacted with students.

- Did the teacher greet students as they entered the classroom?

_____ Yes _____ No

- How did the teacher prepare the class to begin the lesson? Did he/she use a bell ringer or starter activity?

- How did the teacher get the student's attention focused on the lesson?

- Were all students prepared for class with paper, pencil, homework, etc.?

_____ Yes _____ No

III. Instructional Strategies:

- Describe the strategies used to deliver the lesson. (i.e. lecture, PowerPoint presentation, SmartBoard/Electronic Whiteboard presentation, etc.)

- How much time was spent explaining the lesson or lecturing? Was it an adequate explanation?

- Was the teacher in the middle of a PBL (project-based learning) activity? Explain the project. Are students working in groups? Do they each have a role?

- Did students participate in directed discussion?
____ Yes ____ No

- Were questions directed to the class as a whole?
____ Yes ____ No

- Did the students engage in peer verbal learning conversations?

- Were students actively engaged in learning? How?

- What types of technology/media did the teacher and/or students use?

IV. Key Points of the Lesson:

- Summarize the main points of the lesson as they were presented to the class.

- List the WV NxG Standards addressed in the lesson.

- How were the main points presented to the students?

- Did the teacher modify the lesson for special needs students? Ask the teacher to explain some of the accommodations for students they teach and how they meet the students' needs.
 Yes No

- Was new terminology explained?
 Yes No

- Did students have the opportunity to ask questions for further clarification?
 Yes No

- Did the teacher demonstrate or model the work to be done?
 Yes No

V. Time Management:

- Approximately what percent of class time was spent on-task?

• What types of interruptions did you observe—announcements, fire drills, disciplining, or other disruptions?

• Did students waste time during or at the end of the class session?
____ Yes ____ No

• Was there sufficient time to cover all the main points of the lesson?
____ Yes ____ No

• Was there time to summarize the key points?
____ Yes ____ No

• Was there time to sufficiently explain any homework assignments?
____ Yes ____ No

VI. Teacher-student rapport:

• Describe the teacher's manner of interacting with the students.

• Did the teacher speak loudly enough without having to shout?
____ Yes ____ No

• Did the teacher speak clearly and with enthusiasm?
____ Yes ____ No

• Ask to see an example of what the teacher leaves for their substitutes.

- Did the teacher give students credit and praise when warranted?

___ Yes ___ No

- Did the teacher use humor where appropriate?

___ Yes ___ No

- Did the teacher use personal experiences to illustrate points of the lesson?

___ Yes ___ No _____ Not applicable.

VII. Classroom Discipline:

- Describe how the teacher maintained order in the classroom. What is used in the classroom? Are there school-wide expectations? You may need to ask if not evident by signs.

- Describe any disciplinary action you observed (don't mention specific students).

- After determining the cause of the inappropriate behavior, how were the student(s) reprimanded?

- Would you have reacted differently? If so, how?

Principal: _____ School Phone: _____

Teacher Signature (required): _____ **Date:** _____

of hours observed: _____ out of 6 total hours required

(If multiple locations were used, use the area below for additional signatures.)

Principal: _____ School Phone: _____

Teacher Signature (required): _____ Date: _____

of hours observed: _____ out of 6 total hours required

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Teacher Signature (required): _____ Date: _____

of hours observed: _____ out of 6 total hours required

This form will be turned in at the Face-to-Face Session. Please hold on to it until then. Let Tammy Tucker know when you have completed these observations by emailing her at tmtucker@k12.wv.us.

Email the date, location and teacher's name please. Thank you!