

CMLL Teaching Observation Form

Name of Lecturer Reviewed:

Name of Reviewer:

Date of Observation:

Course Number & Title:

Review of Syllabus and Other Course Materials

- Clear Student Learning Outcomes No Yes

Comments:

- Clear Method of Assessing Outcomes No Yes

Comments:

- Assignment List with Explanation No Yes

Comments:

- Grading Criteria No Yes

Comments:

- Detailed Course Schedule No Yes

Comments:

Overall comments/suggestions for improvement on syllabus and other course materials:

Classroom Observation

NOTE: *Keep in mind that if a prompt in one of the lists below is not marked as “observed,” it does not necessarily mean that you did something poorly or missed a particular teaching element. It simply indicates that during this particular observation, the trait was not observed. It may or may not be evident on another day.*

Organization

Please check any of the following areas clearly demonstrated in the observed class period.

	Previews lecture/discussion content
	Clearly states the goal or objective for the period
	Reviews background material to prepare students for the content to be covered
	Provides internal summaries and transitions

	Does not digress often from the main topic
	Summarizes and distills main points at the end of class
	Appears well-prepared for class
	Organizes time efficiently

Comments/Suggestions for improvement:

Presentation & Interaction

Please check any of the following areas clearly demonstrated in the observed class period.

	Incorporates effective instructional supports like slides, films, diagrams, etc.
	Moves around classroom and speaks audibly and clearly
	Varies the pace to keep students alert
	Communicates a sense of enthusiasm and excitement toward the content

	Communication and use of humor is positive and appropriate
	Requires student thought and participation
	Demonstrates credibility and control
	Answers student questions clearly and directly

Comments/Suggestions for improvement:

Target Language Instruction

N/A (course is intended to be conducted in English)

Please check any of the following areas clearly demonstrated in the observed class period.

	Communicates primarily in target language
	Communicates at a level appropriate to students' level of comprehension (including use of comprehension aids, e.g., gestures and visual aids)
	Instruction emphasizes a meaning-focused approach*

	Engages students in different kinds of communicative tasks*
	Materials are engaging, well chosen, and on-target for this curricular level
	Students have ample time to communicate in target language

***NOTES:**

Communicative tasks: activities that encourage and require a learner to speak with and listen to other learners in the target language

Meaning-focused approach: "An approach which provides exposure to rich input and meaningful use of the L2 in context, which is intended to lead to incidental acquisition of the L2" (Norris & Ortega, 2001, p. 160). This approach does not include overt instruction in grammar.

Comments/Suggestions for improvement:

OVERALL REMARKS: