CLASSROOM OBSERVATION

Instructor observed _______________________________________ Language _____________________

Class Level/Title _________________________________ Semester ____________   Year ___________
Observedy __________________________________________________________________________

Check appropriate blank. Pre-observation conversation ___  Visitation announced ___ unannounced ___

Rational: Learn and share. Goal is to become more aware of teaching and learning. The classroom is
principally a place for oral communication including listening, speaking, reading, writing, and culture in
the target language. The instructor should conduct the class following ACTFL Guidelines.

Consideration: Professor is expected to conduct the class with the inclusion of the ACTFL guidelines.

In the following sections, mark observed items.

Part 1: Class Procedures & Strategies
• Obvious class structure        ____                     • Appropriate directions           ____
• Appropriate correction of     ____                     • Variety of sequencing of activities____
  Pronunciation ___                  • Level appropriate activities       ____
  Structure   ___                     • Taught in target language        ____
  Vocabulary ___                     • Relevant materials/aids           ____
• Teacher/student interaction     ____                     • Student/Student interaction     ____
• Active Student participation    ____

Part 2. Class Atmosphere
• Positive setting                 ____                     • Effective instructional time      ____
• Varied movement in class         ____                     • Effective feedback               ____
• Positive motivation              ____                     • Correction of disruptive behavior____
• Contact with students            ____                     • Maximized instructional time      ____
• Active student participation     ____

Part 3. Post Observation
• Observer-Instructor conversation ____
• Sharing experience              ____

This document may be filed in instructor’s portfolio as a supporting document for teaching effectiveness.

Part 4. Comments. Use the remaining space for additional comments or narrative. Comments may
continue on reverse side.