



**Diocese of Steubenville**  
**Office of Christian Formation and Schools**  
**Form H-5**

**Informal Teacher/Classroom Observation**

Teacher:	Observer:
Subject/Grade Level:	Number of Students Present:
Date/Time of Observation:	School:

**Instructions:**

*This form provides nine areas for informal and "unannounced" observation, and may be used by the observer to record feedback during the classroom visit. Each area includes prompts regarding what may or should be observed. Respond to each statement with "Y", "N/O", "N/A", or by using the 4-1 scale below. Use the final comment space below to provide additional feedback or suggestions.*

Yes	Not Observed	Not Applicable	Outstanding	Well-Demonstrated	Satisfactory	Merits Further Development
Y	N/O	N/A	4	3	2	1

**Christian Leadership**

- 1. Did class begin with prayer?
- 2. Does the instructor promote a Catholic environment in the classroom by providing an educational climate permeated by the Gospel of faith, hope, and Christian charity?
- 3. Does the teacher demonstrate and witness Catholic values and principles in the classroom.
- 4. Does the teacher show consistency and fairness in dealing with student behavior while maintaining dignity and respect for all students, and by all students?

**Development of Learning Objectives:**

- 1. Are objectives for the class given verbally and/or in written form?
- 2. Are specific instructional outcomes used?
- 3. Are expected outcomes discussed/reviewed at the end of class?

**Selection and use of Instructional Materials:**

- 1. Do films, websites, and other audiovisual materials have a clear purpose?
- 2. Are handouts appropriate in number and subject?
- 3. Since the text may be pre-selected, does instructor give help with reading or using the text if necessary?

**Educational Climate for Learning:**

- 1. Are students AND teachers interested and enthusiastic?
- 2. Does the instructor use student names?
- 3. Is humor used appropriately?
- 4. Does instructor not embarrass or belittle students in any way?

- 5. Does the teacher allow opportunities for students to express ideas, needs, and interests?
- 6. Is the atmosphere of the classroom participative?
- 7. Did the instructor have eye contact with students?
- 8. Does the Instructor communicate and interact with students effectively through positive, supportive oral and/or written statements?
- 9. Does instructor encourage students to summarize and add to others' summaries?
- 10. Does instructor help quieter students interact with others?
- 11. Is the classroom clean, orderly and well decorated?

**Preparation for Class Instruction:**

- 1. Do students know what preparation (reading or other assignments they should have completed prior to class?
- 2. Does the teacher demonstrate a thorough knowledge of the subject matter taught?
- 3. Is it evident that the teacher is prepared to give the specific lesson observed (through the use of prepared notes, handouts, overhead transparencies, power-point or other prepared media?

**Instructional Methods:**

- 1. Did the opening gain the class' attention? Did it establish rapport?
- 2. Did the opening outline the topic and purpose of the lecture?
- 3. Is the delivery paced to students' needs?
- 4. Does the instructor introduce topic, state goals, present material or activity effectively, summarize, and give assignment or suggest an idea to consider before next class?
- 5. Could the instructor be seen and heard?
- 6. Were key points emphasized?
- 7. Were explanations clear to students?
- 8. Were examples, metaphors, and analogies appropriate?
- 9. Was the lesson stimulating and/or thought provoking?
- 10. Was there an opportunity/effort to integrate the faith within the lesson?

**Individualization of Instruction:**

- 1. Are the emotional, physical, and intellectual needs of students met?
- 2. Does the instructor prompt awareness of students' prior learning and experience?
- 3. Does the instructor offer "real world" applications?
- 4. Is the instructor available before or after class?
- 5. Does the instructor relate class to course goals, students' personal goals, or societal concerns?

**Responsiveness to Student Feedback:**

- 1. Is the instructor paying attention to cues of boredom, confusion?
- 2. Does the instructor encourage or discourage questions (dissension)?
- 3. Does the instructor provide students opportunity to mention problems/concerns with the class, either verbally or in writing?

**Learning Difficulties:**

- 1. Does a student need assistance for a temporary or permanent disability?
- 2. Are one or more students not motivated or unable to follow the class?
- 3. Does the instructor show favoritism?
- 4. Are students able to see visual aids?
- 5. Does one group dominate discussion and hinder others' participation?

**Observer Comments:**

**Teacher Comments (Optional):**

\_\_\_\_\_  
Observer's signature

\_\_\_\_\_  
Teacher's Signature

\_\_\_\_\_  
Date

