

Class Observation Log

The log is provided to guide a class observation (in-person or online). It is highly recommended that evaluators and instructors have a pre-observation meeting to determine key questions/areas of focus. Evaluators can then record their observations with those questions in mind. For each course dimension, possible elements to consider are provided. Evaluators can use these examples and/or add their own elements that are more relevant for the discipline/type of course being observed.

Goals, Content, and Alignment	Comments:
Some possible elements to consider (add your own as needed): <ul style="list-style-type: none">• Goals/outcomes/objectives for the class session are stated• Course content aligns with stated goals/outcomes/objectives• Connections are made with previous lessons/class sessions	

Teaching Practices	Comments:
Some possible elements to consider (add your own as needed): <ul style="list-style-type: none">• How is in-class and out-of-class time used?• What modes for learning are utilized?• How do teaching practices align with course outcomes?• Are teaching practices responsive to student cultural backgrounds, lived experiences, and neurodiversity?• Is the LMS organized and easily navigable?• Are course materials accessible for all students?	

Class Climate

Some possible elements to consider (add your own as needed):

- How does the instructor create a sense of community/belonging in the course?
- How does the instructor demonstrate/model respect and inclusivity in the classroom?
- What points of contact do students have with the instructor? With other students?

Comments:

Assessment of Learning

Some possible elements to consider (add your own as needed):

- What opportunities do students have to demonstrate their learning?
- How do students receive feedback?
- Are criteria for success shared with students?

Comments:

Additional Observations