Classroom Observation Form

Course Title/Section: CSA 126 Microsoft Office  
Instructor: LINDSEY HENNING

Length of Course: 2.5 hrs 12:30pm-1:55pm  
Length of Observation: 45 min

Observer: GREG GRUPE  
Date: 2/7/2018

Subject Matter Treated in Lesson: Microsoft Word

Learning Organization and Management

1. During the observed class session(s), to what extent did the instructor demonstrate the following behaviors?

   - **Adequately**
   
   (a) Started and ended class on time
   
   Comments: Started on time. Visiting with students and answering questions prior to class start.

   (b) Was prepared to conduct class
   
   Comments: Demonstrated knowledge of subject matter.

   (c) Ensured that students were engaged in the learning activities planned for the class session
   
   Comments: Students were using computer/software, followed a long, to practice techniques. Referred to homework assignments.

   (d) Noticed when a student or students were not engaged and took action to involve the student(s) in the class activity
   
   Comments: Mainly occurred through asking questions of class and demonstrating on screen if student practice

   (e) Clearly explained the learning objectives for the class session
   
   Comments: Agenda for class listed on board - reminded about assignments.

   (f) Summarized the major points at the end of the lesson
   
   Comments: Not stay to observe.

Knowledge of Subject Matter

2. During the observed class session(s), to what extent did the instructor demonstrate the following behaviors?

   - **Adequately**

   (a) Explained concepts clearly
   
   Comments: Demonstrated familiarity and knowledge of Microsoft Word.

   (b) Gave “real-world” examples to illustrate concepts
   
   Comments: Occurred repeatedly during the class observation

   (c) Responded adequately to student questions
   
   Comments: Readily responded and asked follow-up questions to engage the class.
Teaching Style

3. During the observed class session(s), to what extent did the instructor demonstrate the following behaviors?

a. Spoke clearly and audibly
   Comments: Excellent volume, well organized thoughts and presentation

b. Showed enthusiasm for the subject matter and teaching
   Comments: Yes - obvious during demonstrations moved around the class

c. Treated all students in an equitable manner
   Comments: Worked to engage the students, accessible

d. Encouraged questions and student participation
   Comments: Students were comfortable in asking questions, asked questions to confirm learning.

e. Gave students an adequate amount of time to respond to questions
   Comments: Yes, challenge to engage most students to respond. Needed to have 2-3 students wanting to always answer.

f. Provided feedback that gave students direction for improvement
   Comments: During response

g. Interacted with individual students during the class session
   Comments: Mainly in response to questions - directed response to entire class

h. Interacted with students working in small groups during the class session
   Comments: Not occur in this lesson

i. Elicited feedback validation of student understanding of the material
   Comments: Occurred through asking questions and encouraging class responses plus student practice on computer

j. Used techniques that reflect an awareness of different learning styles
   Comments: Described plus tactile practice

k. Appropriately used Web-based resources, PowerPoint, or other technological tools
   Comments: Yes

l. Encouraged or required students' engagement in out-of-class activities related to the course (e.g., work with other students, participation in campus events, service learning, email communication with instructor/other students, etc.)
   Comments: Mainly reference to assignment
### Instructional Techniques

4. During the observed class session(s), what percentage of time was spent on each of the following instructional techniques?

<table>
<thead>
<tr>
<th>Technique</th>
<th>Percentage</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Lecture</td>
<td></td>
<td>Less than 5%</td>
</tr>
<tr>
<td>b. Teacher-led discussion</td>
<td></td>
<td>Predominant and effective approach 75%</td>
</tr>
<tr>
<td>c. Teacher-student shared responsibility (seminar, discussion)</td>
<td></td>
<td>And questions = 20%</td>
</tr>
<tr>
<td>d. Student computer use</td>
<td></td>
<td>Incorporated throughout</td>
</tr>
<tr>
<td>e. Small group activities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>f. Student presentations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>g. Hands-on practice</td>
<td></td>
<td>Occurred frequently</td>
</tr>
<tr>
<td>h. In-class writing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>i. Performance (in applied and fine arts, etc.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>j. Experiential learning (labs, fieldwork, internships, etc.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>k. Assessment activities</td>
<td></td>
<td>In class practice plus assignments</td>
</tr>
</tbody>
</table>
Encouragement to Engage in Critical Thinking

5. During the observed class session(s), to what extent did the learning process designed by the instructor encourage students to engage in the following cognitive processes?

a. Memorizing facts, ideas, methods so that they can be repeated in pretty much the same form
   Comments: Key part of effectively using word practiced in class - reinforced

b. Analyzing the basic elements of an idea, experience, or theory
   Comments: 

c. Synthesizing and organizing of ideas, information, and experiences in new ways
   Comments: Various approaches to assigned tasks or project

d. Judging value or soundness of information, arguments, or methods
   Comments: Evaluated during class discussion/questi
ne

e. Applying theories or concepts to practical problems in new situations
   Comments: Assignments provide opportunity

6. Overall, did the instructor create an engaging learning experience during the observed class session?
   Completely
   Adequately
   Minimally
   Not at all

Comments: Enjoyed visiting the class - students were engaged and participating.

Additional Observer Comments:

[Handwritten notes]

Think for the great work of students! Communicated well with the students. Reinforced learning and reminded them of existing and upcoming assignments.

Observer Signature: ____________________________ Date: 2/2/2013