

HLKN Instructional Observation Checklist

Faculty Member Evaluated _____ Date _____

Evaluator _____ Course _____

<i>Category</i>	<i>Scale</i>					<i>Comments</i>
Organization	needs improvement			does well	N/A	
Begins class on time in an orderly, organized fashion						
Clearly states the goals or objectives for the period						
Reviews or mentions prior class material						
Appears well prepared for class						
Presentation						
Presents information in a clear and understandable manner						
Responds to changes in student attentiveness						
Blackboard writing is large and legible						
Visual aids are clear and effective						
Communicates a sense of enthusiasm and excitement						
Maintains eye contact with class						
Rapport						
Responds constructively to student opinions						
Knows and uses student names						
Does not deprecate student ignorance or misunderstanding						
Treats class members equitably						
Listens carefully to student comments and questions						
Demonstrates appreciation for the cultural diversity of others						

<i>Category</i>	<i>Scale</i>					<i>Comments</i>
Credibility and Control	needs improvement		does well		N/A	
Demonstrates an in-depth knowledge of the subject matter						
Responds confidently to student inquiries						
Speaks about course content with confidence and authority						
Is able to admit error and/or insufficient knowledge						
Interaction						
Answers student questions clearly and directly						
Uses effective techniques for gaining and maintaining attention						
Interacts equally well with students from varied ethnic backgrounds						
Interacts equally well with students from both genders						
Additional Comments						