

# Classroom Observation Form, Fall 2009/Spring 2010

TA's Name \_\_\_\_\_  
*Please print neatly* (first name) (last name)

Case ID \_\_\_\_\_ UNIV 400A \_\_\_\_ UNIV 400B \_\_\_\_ Semester Enrolled Fall \_\_\_\_ Spring \_\_\_\_

Professional Observed: \_\_\_\_\_

Professional's Signature: \_\_\_\_\_

Class \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_  
*Please include the course number*

One of the best ways to enhance your teaching is to watch a master teacher. For this seminar, you are asked to either observe an effective teacher, such as a Professor, Instructor or Teaching Assistant with at least one year of teaching at Case Western Reserve. **This professional does not have to be in your department; however, you cannot be currently enrolled in a class or lab with the person you choose to observe.** You should contact the professional at least one week before, observe him/her for at least one hour, and complete this **Classroom Observation Form**. Please note that the professional you observe must sign this form. **Please send a note of appreciation to the professional you observed.**

**At the Observation Follow-up Seminar, you will discuss your experience and submit:**

1. **The completed Classroom Observation Form, signed by the professional you observed**
2. **A one-page reflective report, following the guidelines described on this form (see below)**

**Please attach a typed report to this form.** Hand-written reports will not be accepted. This form and your typed report will not be returned to you, so please make a copies for your records before submitting them. In your report, you should address the following in detail:

1. Describe the academic setting that you observed. Include the professional's role in this setting. What were the goals for this class or laboratory? Were the goals accomplished?
2. Describe the instructional strategies that enhanced the class or laboratory you observed. Consider the degree of involvement and interaction the students had with each other and the professional.
3. Discuss what you have learned from this observation that you would use to enhance your own repertoire of instructional strategies.
4. Open-ended response (Please add information not covered in the other three questions.)

For examples of excellent observation reports written by former graduate students, please see:  
<http://studentaffairs.case.edu/education/tatraining/observation/>