

# The Master Faculty Observation Guide

## I. Classroom

How does the professor communicate the goal of the class?

Does the professor provide an opening and summation to the class meeting?

Does the professor discuss what was covered in the last class?

What are the seating arrangements? Do they facilitate discussion, listening, note taking?

Are there any other factors that contribute to the general classroom set-up?

## II. Professor's Demeanor

Describe the professor's level of enthusiasm with specific observations. Is it contagious?

Can you hear the professor? Does the professor make consistent eye contact with all students?

What does the professor's body language convey?

Given the subject matter, size of the class, other classroom characteristics, how does the teaching style maximize learning and teaching?

### **III. Specific Instructional Skills/Style**

How does the professor demonstrate his or her preparation for the class?

How does the professor demonstrate his or her knowledge of the subject?

How is the main content of the class communicated to the students? Is the professor lecturing, asking questions, demonstrating something, or organizing group activities?

Write down some questions verbatim that the professor asks.

How do the professor's questions require the students to analyze, synthesize, evaluate, or apply the course material?

How would you describe the use of examples?

How would you describe the overall pace of the class?

### **IV. Interactions with Students**

Write down verbatim a question asked by a student and the professor's response.

When illustrating points, does the professor use positive examples rather than illustrating mistakes?

Does the professor use humor?

Do the students have opportunities to interact with each other?

Do any students seem disengaged? How does the professor react?

Are there any unruly students? How does the professor react?

#### **V. Use of Materials**

Does the professor use notes? handouts? audiovisual/multimedia? Does the professor write on the blackboard?

Does the professor use assigned texts or readings in class?

#### **VI. Conclusions**

Do you have any specific questions about the ways that the professor manages his or her classroom?

What are some of the professor's most striking techniques?

Which of these techniques do you plan to incorporate into your own teaching?

How will these techniques improve your class?

*If you have any questions or want more information about the Master Faculty Observation Program, please contact the TA Project at 732-932-7747 or [tapweb@rci.rutgers.edu](mailto:tapweb@rci.rutgers.edu).*