Instructor's Name: Observer's Name:

Date of Observation:

Criteria for Observing and Evaluating Graduate Teaching Associates

Content	Excellent	Good	Adequate	Needs Work	NA
Preparedness					
Responses to student questions					
Appropriate use of materials					
Comments:					

Methods of Presentation Organization of time / Presentation of activities	Excellent	Good	Adequate	Needs Work	NA
Pacing					
Established a reasonable time frame for accomplishing the task					
Saved adequate time to process the activity as a class					
Provided students with vocabulary and language strategies necessary for activity					
Set up the activity in clear, manageable steps					
Clear oral and visual instructions					
Established the connection between the day's lesson and previous lessons or activities					
Made objectives clear					
Comments:					

Lecture	Excellent	Good	Adequate	Needs Work	NA
How well does the lecture fit into the purposes and goals of the class?					
How appropriate is the lecture in terms of length and tone?					

Comments :

Grammar	Excellent	Good	Adequate	Needs Work	NA
Is the grammar lesson appropriate for the needs and goals of the class?					

Interaction with Students	Excellent	Good	Adequate	Needs Work	NA
Encouraged cooperation and mutual support among the students					
Structured opportunities for student participation					
Gave adequate feedback to students' responses and questions					
Took an active role in helping students complete their activity					
Kept the students involved in the discussions and activities					
Handled disruptions or any classroom problems					
If there was group work, was it clearly defined?					
How effective was the involvement of the instructor with the students during group work?					

Comments:

In-Class Writing and other Assignments	Excellent	Good	Adequate	Needs Work	NA
How well did the writing task and assignments fit with the purposes/goals of the course?					

Comments:

Appropriateness of Teaching	Excellent	Good	Adequate	Needs Work	NA
Does the instructor teach this class in a way that is in keeping with the articulated goals of the Writing Program?					

Comments:

Overall Evaluation and Recommendations: