

**Classroom Observation
Checklist from Harvard**

- 1) Preparation
 - a. Prepared a useful lesson plan?
 - b. Worked through examples before class?
 - c. Thought about key points ahead of time?
- 2) Opening
 - a. Focuses students¹ attention at the start of the class?
 - b. Motivates the topic of the day in some way?
 - c. Gives students a sense of where the lesson is going?
- 3) Content
 - a. Appropriate selection of theorem and proofs?
 - b. Examples are helpful in illustrating concepts?
 - c. Examples are useful for completing homework assignments?
- 4) Delivery
 - a. Explanations clear and audible?
 - b. Appropriate pacing?
 - c. Emphasizes appropriate points?
- 5) Activities
 - a. Uses appropriate teaching activities?
 - b. Skilled at directing these activities?
 - c. Effectiveness of these activities?
- 6) Technology
 - a. Uses chalk board effectively?
 - b. Uses other visual aids appropriately?
 - c. Uses student seating arrangements effectively?
- 7) Knowledge of Students
 - a. Uses students¹ names?
 - b. Appropriate rapport with students?
 - c. Knows students¹ strengths and weaknesses?
- 8) Questioning
 - a. Provides students with opportunities to ask questions?
 - b. Asks effective questions of students?
 - c. Responds appropriately to students¹ questions and answers?
- 9) Student Participation
 - a. Does the teacher encourage class participation?
 - b. Are students attentive and engaged?
 - c. Do students interact well with each other?
- 10) Closing
 - a. Makes an effort to add some closure to the lesson?
 - b. Finishes on time?
 - c. Receptive to individual student questions after class?