

Mathematics Teaching Assistant Classroom Observation

Observation of	Course:	Discussion section?	
Observer:	Room:	Period:	Date:
Expectation Scoring Categories: (1) Below , (2) Near , (3) Meets , or (4) Exceeds . Either circle the appropriate number or write in the blank square ns for not seen, na for not applicable.			
Preparation			
1. Is well-prepared and able to work homework problems.		1	2 3 4
2. Knows the material in the text and lectures.		1	2 3 4
3. Problem solving techniques are consistent with lecturer and text.		1	2 3 4
4. Promptly returns graded assignments.		1	3
5. Returns assignments individually, respecting student privacy.*		1	3
Presentation			
1. Is on time for class*		1	3
2. Is friendly but professional in manner and demeanor*		1	2 3 4
3. Indicates topics of the day		1	3
4. Speaks loudly and clearly		1	2 3 4
5. Communicates effectively so students can follow		1	2 3 4
6. Goes step-by-step and writes down steps		1	2 3 4
7. Uses blackboard effectively		1	2 3 4
8. Presents material at appropriate level		1	2 3 4
9. Emphasizes methods of solving problems rather than solutions		1	2 3 4
10. Emphasizes key points and concepts		1	2 3 4
11. Uses class time effectively		1	2 3 4
12. When appropriate, encourages alternate ways to solve problems		1	2 3 4
Teacher-Student Interaction			
1. Actively encourages student questions*		1	2 3 4
2. Listens to and understands student questions*		1	2 3 4
3. Responds appropriately to student questions*		1	2 3 4
4. Makes sure class hears and understands questions		1	2 3 4
5. Gives reasons for rejecting an answer*		1	2 3 4
6. Corrects misconceptions, sees that correct answer is brought out		1	2 3 4
7. Admits if doesn't know the answer or if was wrong		1	2 3 4
8. Asks questions to monitor students' understanding		1	2 3 4
9. Does not embarrass or belittle students*		1	3
Classroom Atmosphere			
1. Establishes positive rapport, mutual respect with the students*		1	2 3 4
2. Classroom atmosphere is conducive to learning		1	2 3 4
3. Maintains eye contact		1	2 3 4
4. Keeps students' attention, including those not interacting		1	2 3 4
5. Provides opportunities for and encourages active participation		1	2 3 4
6. Indicates availability for giving individual help		1	3
Attendance			
1. 0 to 1/3 full _____	1/3 to 2/3 full _____	2/3 to full _____	
2. Most students were (a) on time;	(b) came in 0-- 15 min.	[c] some came > 15 min	