

LESSON PLAN EVALUATION INSTRUMENT



OBSERVATION NOTES COVER SHEET

INSTRUCTOR NAME: _____

EVALUATOR / OBSERVER NAME: _____

CLASS TITLE: _____

Observation Date: ____/____/____

Number of Students: _____

Class / Session Start Time: _____

Class / Session End Time: _____

LESSON GOALS & OBJECTIVES

EXCELLENT (3 PTS)	SATISFACTORY (2 PTS)	NEEDS IMPROVEMENT (1 PT)
Extensively describes the purpose of the lesson and lists all the objectives.	Describes the purpose of the lesson and lists most of the objectives.	Description of the lesson purpose is limited and no objections are listed.

ENGAGEMENT

Highly relevant lesson that should motivate and encourage active learning.	Relevant lesson that should be of interest and encourage class discussion.	Lesson lacks relevancy to topic lessening importance to participate.

GUIDED PRACTICE (AS APPLICABLE)

Extensively describes the guided practice activity, attaching any materials.	Adequately describes the guided practice activity.	No guided practice described in this lesson.

INDEPENDENT PRACTICE (AS APPLICABLE)

Extensively describes the independent practice activity.	Adequately describes the Independent practice activity.	No independent practice described in this lesson.

BALANCE

Exceptional balance of in-class lessons, lab exercises, or infield work to stimulate students' desire to learn.	Adequate balance of in-class lessons, lab exercises, or infield work.	Fails to describe amount of time that should be spent on lesson activities.

TIMING

EXCELLENT (3 PTS)

Clearly describes ideal use of time available, allowing for all planned breaks. Each segment of the lesson has allotted time listed.

SATISFACTORY (2 PTS)

Adequately describes pace for time available, allowing for most planned breaks.

NEEDS IMPROVEMENT (1 PT)

No description of lesson pace or mention of planned breaks.

DEMONSTRATIONS

Planned demonstrations clearly link all main points of the lesson to the goals and objectives.

Demonstrations linked to the goals and objectives of the lesson.

Demonstration not linked to the goals and objectives of the lesson.

MATERIALS

Superior mix of learning material that is accurate and easy to follow with nothing confusing to the students.

Effective mix of learning material that is accurate and easy to follow with minor things to confuse students.

Material follows no patterns and will be very confusing to the user.

AUDIO/VISUAL

A/V will substantially support the lesson and enhance the students' understanding of the material.

A/V will effectively support the lesson and the students' understanding of the material.

A/V is present but contributes nothing to the lesson or students' understanding.

REINFORCEMENT

Consistently has students summarize and internalize what they learn and apply it to real-life situations.

Has students sum up what they have learned and apply it in a different context.

Moves on at the end of each lesson and unit without having students summarize.

ENVIRONMENT

EXCELLENT (3 PTS)	SATISFACTORY (2 PTS)	NEEDS IMPROVEMENT (1 PT)
Vivid description of room arrangement, materials, and displays that maximize student learning.	Sufficient description of room arrangement, materials, and displays that support lesson goals.	No description of room arrangement, materials,
Excellent Total =	Satisfactory Total =	Below Standard Total =

TOTAL SCORE

33-29 = Excellent	28-22 = Satisfactory	21 or Lower = Needs Improvement

RECOMMENDATIONS / OBSERVATIONS / ADDITIONAL COMMENTS

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