CLASSROOM INSTRUCTOR ASSESSMENT
ORGANIZATION

Instructor:_____ Date:_____

Course/Program:_____ Assessor:_____

Organization	Not Applicable	Level 1 Inadequate = 0	Level 2 Novice Marginally Adequate = 1	Level 3 Proficient Adequate = 2	Level 4 Accomplished Superior = 3
Arrives early to class (may chat with learners before class)					
Begins class on time in an organized manner					
Arranges materials/information before class					
Shares session agenda/outline with class					
Clearly states session objective and significance of objective/activities (& periodically overall course objective) with class					
Reviews prior class material to prepare for class					
Clearly demonstrates transition from one topic/activity to the next					
Periodically summarizes material addressed during class session					
Adapts smoothly to back-up plan when necessary (uses board etc., if overhead malfunctions, addresses misunderstandings, provides further application activities, if needed					
Ends class on time					
Reminds students of assignments, tests, projects etc.					
Summarizes main points at the end of class					
Appears well-prepared for class (has materials/equipment available and organized)					
Organizes lecture/strategies so students can easily take notes					
Frequently checks student understanding					
				Total	

Comments: