Teacher Checklist

Created: 1/2/2012

# Tasks:

☐ **Class Organization**

☐ **Clearly communicates the purpose of class session and instructional activities.**

☐ **Explains how each topic fits into the course.**

☐ **Situates topics in terms of students' previous knowledge.**

☐ **General**

☐ **Provides an outline for the class session.**

☐ **Links new material to previously learned concepts.**

☐ **Gives multiple examples and non examples of each concept.**

☐ **Uses examples representing a variety of different perspectives.**

☐ **Uses concrete examples and illustrations that clarify the material.**

☐ **Uses visuals and handouts where appropriate to accompany verbal presentation.**

☐ **Uses a variety of activities to ensure all students are engaged.**

☐ **Requires students to be active.**

☐ **Defines new or unfamiliar terms.**

☐ **Challenges students to think analytically.**

☐ **Presents difficult ideas using several different methods.**

☐ **Uses activities in class to determine whether students understand course material.**

☐ **Points out practical or 'real world' applications of concepts.**

☐ **Fosters student-to-student interaction.**

☐ **Periodically summarizes points.**

☐ **Lectures are presented in blocks of no more than 15 minutes.**

☐ **Allows students enough time to complete notes before moving to next topic.**

☐ **Conclusion**

☐ **Summarizes main points of the class session.**

☐ **Informs students of upcoming topics.**

☐ **Reminds students of upcoming assignments or reading.**