

Teacher Checklist

By Jake R Brady

- 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.