**ZAMBIA UNIVERSITY COLLEGE OF TECHNOLOGY**

**TEACHING PRACTICE OBSERVATION INSTRUMENT**

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(Please Tick Accordingly)

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| **Planning and preparation** |  | | | | | |
| Lesson plan: Completeness, outcomes matches content, teaching approaches and pupil learning.  Preparation of materials, design of learning tasks, ready materials / equipment  TP File: Schemes, records, organization, completeness, pupil records, neatness |  | |  |  |  |  |
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| **Teaching / Facilitation skills and methodology** |  | | | | | |
| Introduction: Creates interest, stimulating, connects prior knowledge  Strategies: Varying, learner centered, engaging pupils  Questioning Techniques: uses wait time, probing, appeals to higher order thinking, use of responses.  Use of T/ Aids: Board organization and writing, charts, objects, ICT, T/ Aids suitable and prepared in advance  Problem Solving : Employs higher order thinking tasks, application of concepts/ ideas |  | |  |  |  |  |
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| **Class management and organization** |  | | | | | |
| Positive Learning environment: non-threatening, fairness, gender sensitivity, talking walls, cleanness, furniture well arranged  Safe learning environment: Safe learning environment  Discipline: Fosters self-discipline, intervenes to ensure sound learning  Time management: Maintains momentum, economical utilization of materials  Organization : Efficient practical / group activity, distributes retrieves resources appropriately |  | |  |  |  |  |
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| **Assessment of pupil learning and progress** |  | | | | | |
| Monitoring: Adjusting instruction when necessary and monitoring pupil progress  Assessment Strategies : Providing feedback (Oral and written ), promotes self/ peer assessment, evaluation exercises / tests, gives learners time to think, higher order thinking encouragement, enough time for evaluation. |  | |  |  |  |  |
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| **Communication skills** |  | | | | | |
| Language: Clear, fluent, suitable  Voice: audible, varying  Non-verbal communication : Appropriate, clear, moderate |  | |  |  |  |  |
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| **Knowledge of subject matter** |  | | | | | |
| Sufficient subject matter knowledge  Connects content to real life situations and other disciplines  Confidence with subject matter |  | |  |  |  |  |
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| **Professionalism** |  | | | | | |
| Appearance: decent, exemplary and suitable  Enthusiasm: Alert, active, energetic  Knowledge of pupils: Use of names, caring, recognizes/acknowledges pupil differences  Commitment: Punctuality, attendance |  | |  |  |  |  |
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| **GRAND TOTAL** |  | | | | | |

**POSITIVE ASPECTS**

**AREAS OF IMPROVEMENT**

**STUDENT SIGNATURE: …………………………….**

**LECTURER’S NAME: ………………………………….**

**SIGNATURE :……………………………………………**

**GRADE : ………………………………………………….**