

All-English Courses Classroom Observation Guidelines and Feedback Recommendations

【Section 1】 Guidelines for Classroom Observation

These guidelines are intended for observers of EMI (English as a Medium of Instruction) and ESAP (English for Specific Academic Purposes) courses. They aim to provide a structured framework for classroom observation and offer professional guidance for giving constructive feedback.

- Recommended focuses during observation :
 1. **Percentage of English used in class:** Do the instructor and students effectively use English in lectures and interactions? Does the instructor encourage students to express themselves in English?
 2. **Instructional Design and Appropriateness:** Do teaching activities align with learning objectives? Is the use of time managed effectively? Do activities serve their intended purpose?
 3. **Student Participation and Interaction:** Do students have opportunities to express their ideas, ask questions, engage in discussions, or give presentations? To what extent do students participate actively?
 4. **Classroom Climate and Cultural Diversity:** Does the instructor encourage students to take initiative and explore new ideas? Is respect for linguistic and cultural diversity fostered in the classroom?
 5. **Overall Teaching Performance:** Does the instructor respond to students' needs, adapt instructional strategies, and provide effective support for learning?

【Section 2】 Suggestions for Writing Observation Feedback

Key Points for Writing :

- **Goal-setting:** Focus on teaching improvement by providing concrete observations, and describe them objectively.
- **Specific:** Avoid overly general comments. For example, instead of “Increase interaction,” suggest “Consider adding 1–2 summary questions after a presentation slide to engage students.”
- **Practical:** Recommend possible adjustments that take into account the course content and students' proficiency levels.
- **Positive:** Begin by highlighting strengths, then offer constructive suggestions for improvement.

National Chung Hsing University

|All-English Courses Classroom Observation Form

【Section 1】 Basic Information

Semester :

Course Type : EMI course ESAP course

Course Title :

Instructor :

Class Time :

Place :

Observer's Name :

Observer's Role : Peer Advisory Committee Member Others:

【Section 2】 Evaluation Items(Please check the appropriate box and provide additional notes if needed)

Rating scale :

4=Excellent 、 3=Proficient 、 2=Needs improvement 、 1=Clearly insufficient performance 、 N/A=Not applicable / no observation evidence

Dimension	Evaluation Item	1	2	3	4	N/A	Notes
Instructional Design	The instructor clearly communicates the course objectives and designs activities aligned with them.	<input type="checkbox"/>					
Lesson Organization	The lesson is well-organized, and time is allocated appropriately.	<input type="checkbox"/>					
Use of Materials	The instructor effectively uses materials and tools (slides, multimedia, board, etc.).	<input type="checkbox"/>					
Language Appropriateness	Language is used appropriately for students' proficiency	<input type="checkbox"/>					

Dimension	Evaluation Item	1	2	3	4	N/A	Notes
	levels and encourages active English communication.						
Student Participation	Students are encouraged to ask questions, engage in discussions, or participate in learning tasks.	<input type="checkbox"/>					
Instructor's Response	The instructor responds promptly and appropriately to student input and questions, offering guidance as needed.	<input type="checkbox"/>					
Classroom Climate	The classroom interactions are natural, fostering a respectful, inclusive, and open learning environment.	<input type="checkbox"/>					

【Section 3】 Teaching Activities and Language Use Percentage(Observe a single 50-minute class period)

Teaching Activity	Time Allocation Percentage (%)	Percentage of English Use (please tick)
Instructor's Lecture		<input type="checkbox"/> 0-25% <input type="checkbox"/> 25-50% <input type="checkbox"/> 50-70% <input type="checkbox"/> >70%
Teacher-Student Interaction		<input type="checkbox"/> 0-25% <input type="checkbox"/> 25-50% <input type="checkbox"/> 50-70% <input type="checkbox"/> >70%
Student-Student Interaction		<input type="checkbox"/> 0-25% <input type="checkbox"/> 25-50% <input type="checkbox"/> 50-70% <input type="checkbox"/> >70%
Others		<input type="checkbox"/> 0-25% <input type="checkbox"/> 25-50% <input type="checkbox"/> 50-70% <input type="checkbox"/> >70%

Teaching Activity	Time Allocation Percentage (%)	Percentage of English Use (please tick)
總計 Total	100%	

【Section 4】 Overall Observation Feedback

1. Teaching Highlights and Strengths :
2. Areas for Improvement (please provide specific suggestions) :
3. Other Observations and Recommendations :