

National Central University

Classroom Observation Application Form for Teachers

(Appendix F)

1. Applicant's Basic Info.			
Applicant		Dept./Institute	
Contact Number		Email	
Title of the Course Available for Observation	※List the EMI courses for observation if there are multiple.		
Location of the Course	※List the EMI courses for observation if there are multiple.		
Time of the Course	Date: _____ (Month/Day/Year) From: _____ To: _____ (Class Period: _____)		
2. Please provide the teaching plan and relevant course materials (textbooks, presentation files, etc.) for the English-taught class session that will be observed.			
3. Pre-class Discussion: (Please plan a discussion with the observer about the current teaching situation or key observation points. Indicate your preferred method of communication, please.) <input type="checkbox"/> In-person: Date/Time/Location: <input type="checkbox"/> Online: Date/Time/URL:			
4. Post-class Discussion: (Ideally, this should be done immediately after the class or within a week after the class. Indicate your available times, please.) <input type="checkbox"/> In-person: Date/Time/Location: <input type="checkbox"/> Online: Date/Time/URL:			

National Central University's EMI Course Instruction Observation Record Form

Name of the Course Observer: _____ Observer's Dept./Institute: _____
 Instructor: _____ Instructor's Dept./Institute: _____
 Course Title: _____ Class: _____
 Weekly Class Sessions: There are ___ sessions per week. This observation is for session ____.
 Session Time: ___:___ to ___:___, _____ (Month/Date/Year)

	Focus of Observation	Excellent	Good	Pass	Needs Improvement	Observations
Course Introduction	Use of English					
	Appropriateness of Language					
	Teaching Effectiveness					
	Use of Diverse Resources					
Course Presentation	Use of English					
	Appropriateness of Language					
	Teaching Effectiveness					
	Use of Diverse Resources					
Practice and Application Activities	Use of English					
	Appropriateness of Language					
	Teaching Effectiveness					
	Use of Diverse Resources					
Course Conclusion	Use of English					
	Appropriateness of Language					
	Teaching Effectiveness					

	Use of Diverse Resources					
Overall Feedback:						

▲ Instructions for Completing the Form

1. Course Introduction: Preparation of hardware and software equipment and teaching materials; explanation of course progress and objectives
2. Course Presentation: Course commencement, instructional commands, guiding students' thinking through sequential questions, and verifying learning progress and comprehension
3. Practice and Application Activities: Explanation of practice or application activities, responding to student errors, encouraging participation, independent thinking, creativity, and integration of learning, and enhancing diverse interactions
4. Course Conclusion: Indicating course time, evaluating overall student performance, summarizing course content, announcing homework or assessments, concluding the course, etc.