

Local Peer Observation of Teaching - Guidelines

Course Information

Instructor: _____

Date: _____

Peer Observer: _____

Pre- observation meeting

The following are intended as guiding questions that may be addressed in the pre-observation meeting. The term "class" (below) is intended to be inclusive and may encompass didactic lectures, laboratory and/or discussion sessions. Please provide the evaluator with any relevant teaching materials (may include handouts, learning objectives, PowerPoint slides, Syllabus etc.).

1. What do you wish the students to learn by the end of this class? Do you feel that your objectives are clearly communicated to the students?
2. How does this class fit into the overall course?
3. Are there specific aspects of the class or your teaching style on which you would like to receive feedback?
4. What is the proposed format of the session to be observed and will it be typical of your teaching?
5. What revisions, special efforts, new ideas/techniques, or trials have you made to this course? What motivated you to make these changes (if any)?
6. Are any pre/post class assignments or ancillary teaching materials required/provided to the students?
7. What areas or techniques are you working on to enhance your teaching?
8. Is there anything else you would like to share? What do you hope to gain through this observation?

Active Observation of Instruction

Instructor: _____ Date(s): _____ Course: _____
Student year of study: _____ Session title/topic: _____
Class format: _____ Number of hours observed: _____
Peer Observer: _____ Knowledge level of content (circle one): low, med, high

Add written comments or "not applicable" as deemed appropriate.

1. Apparent knowledge of subject-

2. Logical organization of information, emphasizes core concepts and communication of learning objectives (class or case flow)-

3. Presented material is current and relevant to course objectives-

4. Communication style: pace, clarity, effective transitions, links to prior classes, appropriate examples, gives periodic summaries. Does the instructor maintain student interest?

5. Attitude toward students (e.g. classroom rapport, dealing with questions and discussions, ability to deal with disruptions)-

6. Use of techniques to facilitate active learning and encourage comprehension. Describe any techniques used as an alternative to didactic lecture-

7. Presentation style considerations-
Began on time? Yes No
Ended on time? Yes No
Voice clear and audible? (microphone acceptable) Yes No
Any distracting mannerisms? Yes No
(if yes, please comment in post-observation meeting notes)

8. Overall perception of teaching (*please see final comments section*):
 Emerging Evident Exemplary

Post-observational meeting

Instructor ("You"): _____

Date: _____

Peer observer: _____

1. As the instructor, were you able to determine whether your students learned what you intended? If so, why do you think so?

2. What do you feel worked well (major strengths) in the lecture/session? Consider the following: activities, teaching techniques, organization of material, student engagement, content delivery, volume, tempo mannerisms, technology, visual aids/handouts, other.

3. Did you encounter any challenges?

4. What might you change for next time?

5. Do you have anything else you'd like to discuss?

OBSERVER'S FINAL COMMENTS AND SUGGESTIONS: