**PEER OBSERVATION**

**Pre-Observation Conference**

The purpose of this form is primarily formative. Prior to observation, this form should be completed by instructor being observed. Please provide a copy to the observer.

**Instructor:** **Date:**

**Course:** **# of Students:**

**Observer:** **Date for Observation:**

**Nature of Class**: Lecture/Laboratory/Other

1. What are the instructor’s objectives for the class observation (both for yourself and for the students)?

2. Areas on which the instructor would welcome some feedback

3. Other comments or issues

**PEER OBSERVATION**

**Post-Observation: Observer's Feedback & Reflection**

The purpose of this form is primarily formative. Please refer to the Pre-Observation Conference form before observing the observation and completing this form.

This form itself should be completed immediately after the observation. The instructor should be provided with a copy of the completed form, preferably within a week, and a post-observation conference should be scheduled within 10 days.

**Instructor:** **Date:**

**Course:** **# of Students:**

**Observer:**

1. What in your opinion went well in the observation? Why?

2. What in your opinion could be improved or developed? How might this be

achieved?

3. Please comment on areas in which the instructor invited feedback.

4. Any other comments or suggestions.

5. Reflection: What outcomes from this peer observation can you use to improve your teaching practices?

**PEER OBSERVATION**

**Post-Observation Conference: Reflection & Discussion**

This form should be completed by the observed instructor following the post-observation conference. A copy should be sent to the observer.

**Instructor:** **Date:**

**Course:** **# of Students:**

**Observer:**

1. What did you feel were the most important points to emerge from your discussion with the observer?

2. What changes, if any, will you make as a result of the discussion and reflection upon it?

a) To the particular observation

b) To your teaching more generally.

3. How helpful were the observer's written and oral comments?

How could they be more helpful in the future?

4. Any other comments about the observation.