

TEACHING FEEDBACK FORM

Instructor:	Observer:
Course:	Lesson# Topic:
Date:	Class period: Room:

PRE-CLASS DISCUSSION

For Faculty member being observed:

Prepare a set of questions you want to answer (from faculty member)

Prepare a set of statements describing what you hope to see

For Observer:

Respect confidentiality where appropriate

Reiterate the purpose of the observation and the criteria you used

Questions to be discussed:

How are classes typically conducted, and how representative will the class to be observed be?

How, if at all, should the observer's presence be acknowledged?

What feedback from students and/or others does the instructor already have about the course?

What questions or concerns does the instructor want the observer to look for and address?

Goals for Class
Plan to achieve goals
Teaching/learning activities
Student preparation/work due?
Will this be typical class?
Requested area of observation?

IMMEDIATE POST-CLASS DISCUSSION: Instructor

Analysis of class
What went well?
What did not go well?
Change for next time?

INSTRUCTOR FINAL COMMENTS

--

Observer Feedback

ORGANIZATION

Before Class
Introduction
Topic Progression
Use of Time

SKILLS & TECHNIQUES

Use of room
Uses active learning
Method of teaching
Checks understanding
Visual/Class aids
Handles Questions

COMMUNICATION

Listens to students
Rapport with students
Heard/Understood
Gestures/movements
Eye Contact

STUDENT PERFORMANCE

Preparation
Interaction
Critical Thinking

GENERAL COMMENTS & FOLLOW-UP

--