**Peer Observation Guide**

**Course Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Course Alpha and Section Code:\_\_\_\_\_\_\_\_\_\_**

**Instructor Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of Students Enrolled:\_\_\_\_\_\_\_\_\_\_\_**

**Semester Offered:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Observation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Instructor - In addition to the standard review items below, are there particular aspects of the class you would like the observer to attend to? If so, please note them here:**

|  |  |  |
| --- | --- | --- |
| **Pre-Observation** | | **Comments** |
| Syllabus Review: | | |
| Contact Information | *Complete? Easy for students?* |  |
| Catalog Description | *Does it match it, include and expand on it?* |  |
| Course Description | *Engaging? Accurate?* |  |
| Student Learning Outcomes | *Measurable? Consistent with other sections of the same course? Reflected in the materials and assignments?* |  |
| Policies | *Current? Accessible to students?* |  |
| Grading | *Easy for students to calculate course standing? Midterm grades mentioned and explained?* |  |
| Calendar | *Complete? Provides a clear map of what is due when?* |  |
| Teaching Narrative | *Is teaching style and approach consistent with narrative?* |  |
| **Observation** | | **Comments** |
| Number of students present at start and end of class: |  |  |
| Describe Activities | *Describe how the learning expectations for the day are made explicit and clear to students? How do the in-class activities support that learning?* |  |
| Do the students appear engaged? | *What do you observe about their behavior?* |  |
| Do the students appear prepared? | *What do you observe about their behavior?* |  |
| How long did the class last? |  |  |
| Does the instructor appear prepared? | *What do you observe about their behavior?* |  |
| How did the instructor engage the students? | *How would you evaluate that engagement?* |  |
| What was the balance of activities and lectures? |  |  |
| How did the instructor respond to questions? |  |  |
| How did the instructor respond to interruptions? |  |  |
| Describe the instructor’s demeanor and behavior: |  |  |
| Overall summary of the observation: |  |  |
| Suggestions? |  |  |
| **Post-Observation** | | |
| Date of Meeting |  |  |
| Observer Comments |  | Please attach a brief holistic evaluation of the observation and response |
| Instructor Comments |  | Please attach a brief holistic evaluation of the observation and response |