Examples of structures for observations: pre- and post-observation forms

Peer Observation: The Lecturer's Form (Form 1)

The purpose of this form is developmental. The	ne form should be completed before the
observation and a copy provided for the person	on who will observe you teach.

Name:	. Date:
Title of Session/Module:	
No of students: Observer:	

Nature of Session: workshop / seminar / briefing (Please delete)

1. What are your objectives for the session (both for yourself and for the students)?

2. Areas on which you would welcome some feedback

3. Other comments or issues.

Peer Observation: Observer's Feedback - Form 2

The purpose of this form is developmental. Please read the lecturer's preparation form (Form 1) before observing the session and completing this form.

This form itself should be completed immediately after the session to be observed. The lecturer should be provided with a copy of the completed form, preferably within the week, and the session discussed with the lecturer within a fortnight.

Name:	Date:	
Name	of Lecturer:	
Title o	f Session:	
Date of Session: Module:		
1.	What in your opinion went well in the session? Why?	
2.	What in your opinion could be improved or developed? How might this be achieved?	
	domeved.	
3.	Please comment on areas in which the lecturer invited feedback.	
4.	Any other comments or suggestions.	
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Peer Observation: Reflection & Discussion - Form 3

This form should be completed by the lecturer following discussion of the observer's feedback form (Form 2) with the observer. A copy should be sent to the observer.

What did you feel were the most important points to emerge from your sion with the observer?
What changes, if any, will you make as a result of the discussion and on upon it,
a) to the particular session?
b) to your teaching more generally?
How helpful were the observer's written and oral comments? How could they be more helpful in the future?
Any other comments about the observation.