

**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 form should be completed before the observation and a copy provided for the person 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: 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.

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 session?

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.