

Appendix I - Observation Notes Pro-Forma

This pro-forma is designed to help you undertake observation of peers and may be used in a variety of teaching and learning sessions - both tutor-led sessions and students' independent learning sessions.

D Gosling, EDS/IJEL, May 2000

Pre-observation meeting/discussion

Note here the information you gathered from the pre-observation meeting.

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The Session being observed

Observer	Member of staff	Subject
Course/unit/module	Length of session	Observation Time
Level/Year	Mode (FT/PT)	Number of students at session
Type of activity (e.g. lecture; seminar; tutorial)	Title of Topic	

Introduction

Were the objectives of the session made clear to the class?

Were the anticipated learning outcomes for the session identified?

Did the class begin on time?

Was the structure of the session clear?

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Summative comments

Planning and Organisation

Did the tutor relate the session to previous sessions and set it in the overall context of the Unit/Module? Did s/he set out the structure of the session at the start? Did the session appear to be well-planned and organised

Methods/Approach

Were the methods/approach taken suitable to achieve the learning objectives set? What other alternative approaches could have been taken?

Delivery and Pace:

Did the pace and delivery seem appropriate for the students present?

Were any aspects, in your view, dealt with too briefly/with too much elaboration?

Did the session seem rushed/too drawn out?

Content

Where you feel qualified to make comment, did the content seem accurate, up-to-date?

Were examples given?

Was the session pitched at the appropriate level for the students present?

Did the content match the needs of the students?

Student Participation

Were students invited to participate?

How was participation managed? Did it appear to be carefully planned?

Did participation enable the tutor to check the students' understanding of the material/approach?

Use of Learning Resources

- Were OHTs used?
- Were they professionally produced and free from error?
- Were they clearly produced and in a suitable font size?
- Were other resources used, e.g. slides, video?
- Did the students get hand-outs?
- Were they well-produced?
- Did the resources contribute to the session or detract from it?)

Use of Accommodation

- Was the accommodation suitable for the session?
- Were the seating arrangements appropriate?
- Did there appear to be any Health and Safety issues?

Overall style and ambience

- Did the tutor appear confident in delivery?
- Did s/he convey enthusiasm? Was s/he clear and audible?
- Did the session seem to "go well"? Was there good rapport with the students?
- Were students attentive/bored? Did they seem to "engage with the session"?
- Did the tutor have good presentation skills? Was there good eye contact with students?
- Did the tutor seem sensitive to the "mood" of the students?

Summary

Summarise the main points which you wish to feed back to the teacher. Identify key strengths and areas that need attention.