

## Peer Teaching Observation & Evaluation

(Adapted from SOE guidelines [Faculty and Staff Resources :: School of Engineering | The University of New Mexico](#))

### Pre-Observation Meeting

When scheduling your observation, please be sure you ask for the following information:

- Course number and title (note if required or elective)
- Date, time, and location of course
- Number of students (separate undergraduate and graduate students)
- Format of course (large lecture, seminar, lab, etc.)
- Share anything else you think the observer should know ahead of time (see SOE guidelines at the above link for a list of information to consider sharing with your observer)

### Peer Teaching Observation Notes & Evaluation

Instructor:

Observer:

Course Number and Title:

Date:

	Describe what the instructor does as well as what the <b>students</b> do at different times during the class. Also, include notes on strengths and areas for improvement.
How does the class begin? (first 5 min)	
Describe the next 15-20 minutes. (first half of class)	
Describe the next 15-20 minutes. (second half of class)	
How does the class end? (last 5 min)	

Complete this section immediately after the observation:

This lesson encouraged students to:	Not observed	Sometimes occurred	Very descriptive	Notes: (Describe what you observed related to each criterion.)
generate their own ideas, ways of solving problems, interpretations, etc.				
use abstraction (i.e., symbolic representations, theory, models) when appropriate.				
make connections with prior content.				
make connections to real world phenomena or applications.				
participate actively.				
reflect on their learning.				
talk to one another.				
The instructor:	Not observed	Sometimes occurred	Very descriptive	Notes:
was responsive to students' questions and comments.				
fostered a climate of respect for what others had to say.				
acted as a resource to support and enhance student learning.				
To what extent did students meet the intended learning goal?				
What are some strengths of this lesson and this instructor?				
What are some areas for growth for this instructor? What resources or ideas can you suggest?				
What are some questions you'd like to discuss with the instructor?				

### **Post-Observation Debriefing**

Please review your notes and give your feedback to the instructor with a brief (~30 min meeting). See SOE guidelines at the link at the top of the first page for some example questions.

### **Peer Teaching Observation Letter – To be included in candidate dossier**

☐ Check here that you have written a letter that can be included in this faculty members P&T dossier. See SOE guidelines at the link at the top of the first page for what should be included in your letter. Send letter directly to Department Chair.