

Teaching Observation Pro-Forma

Section A: About the Teaching Session

(To be completed by the observee before the teaching session).

Teaching Session to be observed

Name of Observee	
School/ Dept	
Name of Observer	

Topic of session			
Module/Course/Unit			
Level/Year		No. students	
Type of session (lecture/seminar/practical...)			
Date of session			
Time of session			
Length of session			
Location			

Who are the students? What is the background / composition of the group?

What form will the teaching take?

What are the aims and intended learning outcomes of the session?

Are there any particular areas of your teaching that you would like feedback on?

Section B: Observation Feedback and Comments

To be used by the observer for feedback and comments. The aspect headings are included for prompting and guidance only.

Aspects	Strengths	Areas for development
1. Are the learning objectives clear?	Very clear	
2. Is the session well planned and organised?		You had to speed up at the end
3. Are the teaching and learning methods appropriate?		Lecture was not very interactive
4. Are the delivery and the pace appropriate?	Good spoken delivery	Text-heavy powerpoint
5. Is the content current, accurate, suitable and illustrated with examples?	Yes, lots of excellent content	
6. Are the students encouraged to learn actively and participate?		Not in this session

Observer's Summary Comments

This session was a good example of how really well delivered lectures can be a waste of time if the students don't engage with them. You gave a good lecture with very clear learning objectives and lots of great content. However, because it was a lot of text heavy slides and not much interaction, I saw students getting distracted and looking elsewhere for entertainment, like on Facebook. Perhaps you could consider some elements of interactivity, like 'flipping the classroom'.

Observer's Name: Emma Kennedy

Signature/Date:

Section C: Comments and reflection by Observee

To be filled in by the observee after receiving and discussing feedback with the observer

Thank you for your feedback, it is really useful. I agree that I need to put some interactivity into my lectures and I will look into this in the session on "Interactive Teaching" that I plan to attend. I will also explore the issue of the flipped classroom in the longer term.

Candidate's Name: Joe Bloggs

Signature/Date: