

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	Emma Kennedy
School/ Dept	CAPD
Name of Observer	Dr Jane Doe

Topic of session	Using the Web to Increase Impact		
Module/Course/Unit	N/A		
Level/Year	Staff	No. students	6
Type of session (lecture/seminar/practical...)	Seminar/Workshop		
Date of session	06/06/2016		
Time of session	16:00-18:00		
Length of session	2h		
Location	FB 3.11		

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

Staff at QMUL – academic staff mainly but possibly also professional services. Usually early career academics or postdocs/PGRs.

What form will the teaching take?

An interactive workshop format with seminar style discussion.

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

At the end of the workshops participants will be able to:

- Manage their web presence more effectively
- Manage their digital identity
- Choose from a range of tools to publicise their work to a variety of audiences
- Understand the role of curation and how to manage on-line information effectively.

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

First time I've taught this so I'd like feedback on the structure, delivery and resources provided.

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?	You told the students verbally about them	Could have had them written down somewhere?
2. Is the session well planned and organised?	Yes, different parts flowed together nicely	Could have been a bit more organised about the tabs you wanted to load in advance.
3. Are the teaching and learning methods appropriate?	Yes, good mix of discussion and explanation	Sometimes you found it hard to elicit discussion from some of the students – are there ways to break the ice and get them talking more?
4. Are the delivery and the pace appropriate?	Yes, good delivery and pace	
5. Is the content current, accurate, suitable and illustrated with examples?	Mostly, yes, but ->	Sometimes it was unclear what you wanted to praise about the examples. It can also be not that useful to show someone's professional website – presented as a fait accompli. Better to have something closer in stage to the participants themselves.
6. Are the students encouraged to learn actively and participate?	You solicited discussion but ->	As I said earlier – is there a way to get the quieter students participating more actively?

Observer's Summary Comments

Overall this was an interesting session. I like the way you structured the session to get participants to state their goals at the beginning and their outcomes at the end. However, some participants were quiet and reluctant to speak – so it might be worth an icebreaker or other activity to make them more willing to talk.

There was also the issue of an abundance of information and at times you seemed slightly unsure of the session's overall purpose – something to work on for next time would be to get a clearer focus for the session and find ways to communicate that to the students.

Observer's Name: Dr Jane Doe

Signature/Date: JDoe, 10th June 2016

Section C: Comments and reflection by Observee

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

I agree with Dr Doe's feedback and will now reflect on ways that I can implement new strategies in the next run of the session.

I agree about the learning outcomes and also the sense of purpose for the session – I will work on having a clearer focus from the start. I will also look into having the students design the learning outcomes and agreeing a purpose with them – and having it in writing throughout the workshop to refer back to.

I also agree about the resources. I showed the participants a lot of things, but I feel I could have made them more focused and maybe shown less, but focused on the things that were relevant to the participants (and said why they were relevant). This may also have helped make the focus for the overall session tighter. I wanted to have done the Tweets and Storify much earlier – but I only thought of it on the day. In general for this session I will devote more time to planning and setting out the resources much earlier. I will also look at ways to break the ice and encourage participants to speak.

Candidate's Name: Emma Kennedy

Signature/Date: [EKennedy] 11/06/2016