**NEW YORK CITY COLLEGE OF TECHNOLOGY**

**CITY UNIVERSITY OF NEW YORK**

**PEER OBSERVATION FORM**

**Instructions to Observer:** Observe a class of the instructor on a date mutually agreed upon by you and the instructor; fill out parts A through G below; and conduct a post-observation meeting with the instructor.

**OBSERVATION DATE: TIME BEGAN: TIME ENDED:**

**COURSE/SECTION: BUILDING/ROOM:**

**INSTRUCTOR: OBSERVER:**

**DEPARTMENT: DEPARTMENT:**

**RANK OF INSTRUCTOR: RANK OF OBSERVER:**

**LESSON TITLE\TOPIC:**

**LEARNING OBJECTIVES:**

(Instructor must provide Course Objectives to the observer prior to observation.)

1. **INSTRUCTIONAL COHERENCE**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| THE INSTRUCTOR: | Not Observed | Minimally Observed | Generally Observed | Fully Observed | Not Applicable |  Comments |
| 1 | Introduced the lesson (overview or focusing activity). |  |  |  |  |  |  |
| 2 | Covered topics in a manner consistent with the departmental learning objectives. |  |  |  |  |  |  |
| 3 | Paced and sequenced topics or activities logically and with continuity. |  |  |  |  |  |  |
| 4 | Summarized or reviewed major lesson objective points. |  |  |  |  |  |  |
| 5 | Related the lesson to previous and/or future lessons/assignments |  |  |  |  |  |  |
| LAB QUESTION |  |
| 6 | Skillfully used the laboratory equipment for planned and unplanned learning experiences. |  |  |  |  |  |  |

**SUMMARY AND JUSTIFICATION FOR THE ABOVE RUBRICS EVALUATION MUST BE FULLY EXPLAINED / DESCRIBED BY THE OBSERVER.**

1. **TEACHING STRATEGIES**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| THE INSTRUCTOR: | Not Observed | Minimally Observed | Generally Observed | Fully Observed | Not Applicable |  Comments |
| 6 | Presented content at a level appropriate for the students. |  |  |  |  |  |  |
| 7 | Used relevant examples to clarify points. |  |  |  |  |  |  |
| 8 | Asked questions to assess student understanding  |  |  |  |  |  |  |
| 9 | Responded appropriately to student questions or need for clarification. |  |  |  |  |  |  |
| 10 | Engaged students in critical discussion/evaluation of material /questioning when pertinent |  |  |  |  |  |  |
| 11 | Encouraged students to interact together to discover/discuss or practice content points. |  |  |  |  |  |  |
| 12 | Used chalkboard, graphics, visual aids or other enhancements to support presentation. |  |  |  |  |  |  |
| LAB QUESTION |  |
| 13 | Demonstrated and ensured use of appropriate equipment for procedure. |  |  |  |  |  |  |

**SUMMARY AND JUSTIFICATION FOR THE ABOVE RUBRICS EVALUATION MUST BE FULLY EXPLAINED / DESCRIBED BY THE OBSERVER.**

1. **SUBJECT MASTERY**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| THE INSTRUCTOR: | Not Observed | Minimally Observed | Generally Observed | Fully Observed | Not Applicable |  Comments |
| 14 | Demonstrated command of the subject matter. |  |  |  |  |  |  |
| 15 | Presented material accurately and clearly |  |  |  |  |  |  |
| 16 | Adapted content/handouts and other materials skillfully to meet student needs or levels |  |  |  |  |  |  |
| LAB QUESTION |  |
| 17 | Followed theoretical principles and professional experiences to integrate the didactic and lab/clinical/studio application. |  |  |  |  |  |  |

**SUMMARY AND JUSTIFICATION FOR THE ABOVE RUBRICS EVALUATION MUST BE FULLY EXPLAINED / DESCRIBED BY THE OBSERVER.**

**D. INSTRUCTOR AND STUDENT ATTITUDES AND CHARACTERISTICS**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| THE INSTRUCTOR: | Not Observed | Minimally Observed | Generally Observed | Fully Observed | Not Applicable |  Comments |
| 19 | Used appropriate voice volume and inflection, and was easy to understand. |  |  |  |  |  |  |
| 20 | Provided constructive and timely feedback and encouraged students to self assess – all in a respectful manner. |  |  |  |  |  |  |
| 21 | Engaged students in active learning throughout the lesson. |  |  |  |  |  |  |
| LAB QUESTION |  |
| 22 | Encouraged and assisted students with use of lab equipment. |  |  |  |  |  |  |

**SUMMARY AND JUSTIFICATION FOR THE ABOVE RUBRICS EVALUATION MUST BE FULLY EXPLAINED / DESCRIBED BY THE OBSERVER.**

**E.**  **CLASSROOM MANAGEMENT AND PROFESSIONALISM**

|  |  |  |  |
| --- | --- | --- | --- |
| THE INSTRUCTOR: | Yes | No | Not Applicable |
| 23 | Started and ended class on time. |  |  |  |
| 24 | Checked attendance. |  |  |  |
| 25 | Was dressed professionally in appropriate attire. |  |  |  |
| 26 | Maintained an atmosphere conducive to learning. |  |  |  |
| 27 | Monitored student behavior and used appropriate behavioral management strategies. (ie., cell phone, lateness, proper lab attire and behavior) |  |  |  |
|  LAB QUESTIONS |
| 28 | Maintained an organized and orderly, sanitary lab/clinic/studio environment. |  |  |  |
| 29 | Demonstrated safe use of lab/clinical/studio equipment and instructional materials. |  |  |  |

**SUMMARY AND JUSTIFICATION FOR THE ABOVE RUBRICS EVALUATION MUST BE FULLY EXPLAINED / DESCRIBED BY THE OBSERVER.**

**F. OVERALL EVALUATION: \_\_\_\_\_\_\_Fully** Satisfactory

\_\_\_\_\_\_ Satisfactory (with general further suggestions)

\_\_\_\_\_\_ Satisfactory (with need for improvement)

\_\_\_\_\_\_\_Unsatisfactory

\_\_\_\_\_\_\_ Exceptional Class Showing Complete Mastery

**G. NARRATIVE SUMMARY OF EVALUATION (including evidence for teaching effectiveness)**

**H. SPECIFIC RECOMMENDATAIONS FOR IMPROVEMENT:**

**To Instructor and Observer:** I understand that my signature means only that I have read the peer observation report and I may attach any comments I wish.

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**SIGNATURE OF OBSERVER DATE**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SIGNATURE OF INSTRUCTOR DATE**