

Peer Observation of Classroom/Lecture Teaching Coaching Form

Date:	
Teaching activity being observed:	
<u>Requested areas of focus for teaching observation:</u> Prompts for consideration when thinking about areas for focus: 1. What is ONE thing you would like to DO as a teacher today? 2. What's going to be challenging for you about this teaching session? 3. What skill can you use to tackle that challenge? 1. 2.	
<i>Questions listed for each domain are intended as examples of behaviors to help guide your observation and feedback. You do <u>NOT</u> need to limit observations to these areas or address all areas listed. <u>DO</u> address the requested areas of focus that you listed above</i> Print out this form to take notes on during the observation. If the teacher you are observing has indicated they are planning to use this observation for their peer observation of teaching requirement for their <u>Promotion and Tenure dossier</u>, then complete the “Promotion and Tenure Supplemental Section” in Qualtrics that is part of the Post-Observation Questionnaire that you will be automatically sent via Qualtrics when you submit your Pre-Observation Questionnaire. The “Supplemental Section” replicates the first two pages of this observation form, so you may want to check the boxes on this form for the teaching behaviors that you observed so that you have a reference when completing the form in Qualtrics. The more specific you can be with your feedback the more helpful it is for your observed faculty to incorporate the feedback.	
Domains	Notes
Learning environment Did the teacher ☐ Demonstrate respect for learners? ☐ Use inclusive teaching practices to support students' sense of belonging? ☐ Create a safe learning environment? ☐ Create a learning environment where students were comfortable asking questions?	
Learning logistics Did the teacher ☐ Begin and end the class on time? ☐ Pace the session well with time to cover the content and time for questions and other learning activities? ☐ End the teaching session with a wrap-up and clear next steps for the next session?	

Organizing framework ☐ Were learning objectives or goals for the teaching session clearly stated? ☐ Was there a clear structure or organizing framework for the teaching session? ☐ Was it clear how today's topic connected to the other ideas relevant to learners? ☐ Was the material presented in a clear and organized fashion?	
Active learning strategies ☐ Did the teacher use active learning strategies? ☐ Were the instructions for active learning strategies clear? ☐ Were active learning strategies well-aligned with learning objectives and content? ☐ Were the learners actively engaged during the session? ☐ Did the teacher provide in-class questions with feedback? ☐ Did the teacher check for students' understanding during the teaching session? ☐ Did the teacher monitor audience understanding and respond accordingly?	
Didactic teaching ☐ Was the amount of content presented reasonable for the time allotted? ☐ Were slides or other visual aids clear and reinforcing of the content? ☐ Did the teacher speak clearly and at an appropriate pace? ☐ Did the teacher appear enthusiastic? ☐ Did the teacher convey importance of the topic and/or create excitement around the topic?	
Supporting self-directed learning ☐ Did the teacher encourage learners to seek answers to specific questions that arose during the teaching session? ☐ Did the teacher suggest resources/strategies for pursuing answers to questions?	
Additional Notes:	

You may choose to share this completed form with the faculty member you are observing or to only share your distilled thoughts in verbal format.

General Observations and Feedback:

It was great when you . . .

Next time consider . . .

I think I'm going to try . . .

General Structure for debriefing coaching session

REMEMBER: *Feedback is powerful and hard – be helpful!* Try to have a balanced discussion where both of you are talking about the session. Try to be specific about what engaged the learners, helped to reach any teaching goals, or prevented goals from being met.

START: Start by acknowledging how hard it is to be watched, “Being observed makes most people feel uncomfortable. What did you worry about going into this peer observation?”

WHAT WENT WELL:

ASK

- Can we talk about what you did well? (Hopefully they say yes!)
- Great! What is one thing you did well? ☐ If you agree, reinforce.
- May I share with you something that I thought you did well?
- “I loved it when you were in the room and . . .” ☐ give as specific of example(s) as possible
- Try to give 1-2 observations. Be sure to incorporate the requested areas of observation.

OPPORTUNITIES FOR IMPROVEMENT:

ASK

- Looking back, is there anything you are wondering about or that you might have done differently?
- This allows the Clinical Teacher to explore and uncertainties and allows you to see if they alignment with your observations
- If they don’t have anything then you can describe what you saw
- “Did you notice... “

CONSIDER BRAINSTORMING TOGETHER ABOUT HOW TO HANDLE THINGS DIFFERENTLY

- Generate alternatives to any less than successful teaching
- “Let’s brainstorm how to respond when . . .”

WRAPPING UP

ASK

- What is your take home point from today’s observation?
- What would you like to try for next time?

Also – consider asking how you did at providing feedback and any tips you might get for the next time you are doing an observation.