Please review the documents that follow this instruction sheet. They are for your use in observing teaching faculty in accordance with DMC policies B6.5.4.3 through B6.5.4.3.3.

The peer observation process is based on the assumption that successful college teaching includes, at the very least, each of the following attributes: Organizational Skills, Student Engagement, and Presentation/Interaction Skills. Therefore, the peer observation process and the forms associated with this process emphasize these three attributes.

**NOTE:** The Peer Observation Checklist form is not intended to be exhaustive. Nor is it assumed that faculty members should or will demonstrate all of the specific teaching behaviors included in the checklist.

Following your observation, you may use the completed Peer Observation Checklist form and any notes to develop the required narrative of your observation. Your narrative should be written on the attached Peer Observation Report form. The narrative should be a summary of your observations. Sample narratives are included with the following documents. Please note that the sample narratives are quite brief. Your narrative may provide greater depth and detail than do the samples.

It is very likely that not all of the specific teaching behaviors listed in the attached documents will be observable on any given occasion. It is recommended that the absence of certain teaching behaviors be interpreted by you as a lack of opportunity for complete observation, rather than as a failure on the part of the faculty member being observed to demonstrate all of the listed teaching behaviors.

Finally, while the peer observation process does not require a post-observation meeting between the faculty member under observation and the observer, the faculty member may request such a meeting. If such a meeting is requested by the faculty member, the observer must oblige.
Instructor: _____________________________________________________

Date of Observation: _____________________________________________

Specific Class Observed:___________________________________________

**ORGANIZATION SKILLS:**

- _____ Instructor previewed/reviewed material presented in class
- _____ Instructor presented material in a logical progression
- _____ Instructor provided clear instructions for assignments
- _____ Instructor was prepared for class
- _____ Instructor was able to redirect class to topic of discussion
- _____ Instructor demonstrated good classroom management skills
- _____ Other

**STUDENT ENGAGEMENT:**

- _____ Instructor attempted to accommodate different learning styles
- _____ Instructor encouraged student participation in the learning process (involvement, comments, questions, etc.)
- _____ Instructor created environment which facilitated student learning (encouraged student involvement, interacted with students respectfully, minimized distractions, etc.)
PRESENTATION SKILLS/INTERACTION:

_____ Instructor was vocally expressive
   (not monotone)

_____ Instructor demonstrated direct eye contact
   with students

_____ Instructor was focused

_____ Instructor demonstrated a fluid delivery style

_____ Instructor was enthusiastic and energetic

_____ Instructor was approachable
   (not intimidating)

_____ Instructor demonstrated attentiveness to student
   nonverbal cues (confusion, alertness, distracted)

_____ Other

ADDITIONAL COMMENTS:
I have observed ______________________ on ______________ during their ______________________ class. My observation is as follows:
SAMPLE NARRATIVES

SAMPLE NARRATIVE OF A POSITIVE OBSERVATION:

I observed _______________________ on ___________________ and observed the following:

Professor X had an easy manner. The professor kept the students’ attention. Professor X seemed prepared and organized. The professor kept the presentation light, with some humor, yet stayed focused on the presentation. Students seemed engaged and interested. They asked questions which were handled well. Professor X summarized and reviewed the material from time to time during the hour and asked several times whether the students understood the material. Etc. (Additional depth and detail would be useful.)

SAMPLE NARRATIVE OF A NEGATIVE OBSERVATION:

I observed _______________________ on ___________________ and observed the following:

Professor Y seemed disorganized, fumbling through lecture notes several times. The professor lectured in a monotone voice and did not seem to sense that the students were not engaged. Professor Y gave students no opportunity to question, nor did the professor review or summarize the material. Students appeared either bored or confused. They took no notes and seemed totally apathetic. Etc. (Additional depth and detail would be useful.)