

OBSERVATION SAMPLE TEMPLATES

Observation Sample Templates

In-class observation can be done using a wide variety of both directed and open-ended forms of evaluation aimed at assisting peer observers in critically evaluating the teaching they have observed and identifying how their observations relate to their own experience of and goals for teaching. In the following pages we provide several forms and exemplars that offer different methods of recording an observation of teaching.

It is important to remember that these forms are simply tools. All forms should be accompanied by a narrative analysis and discussion with the instructor being observed. Departments and divisions can and should adapt these forms to their particular needs. For example, you may choose to add scaled items to the Checklist Form, or department-specific questions to the Open-Ended Form.

The Narrative Log

Below we have included a sample narrative log that allows the observer to record the time a behaviour (both instructor and student), a technique or a reaction occurs, as well as the observer's comments or questions related to what is happening in the classroom.

OBSERVATIONS	TIME	ACTION/COMMENT
Opening/warm up – shared anecdote	2:13	A method for establishing rapport with the students.
Review of administrative details	2:15	Details provided regarding an upcoming assignment and related tutorial.
Surveyed students to see what they remembered from previous lecture	2:26	Students remembered little – what do you attribute this to?
Began lecture by sharing goals for this class	2:27	Goals provided direction for the class. How did you feel regarding the amount of time spent setting up the class?