# **TEACHING OBSERVATION (Template)**

Name of Instructor:

Class Observed:

Date:

Time: (when/about how long)

Number of Students:

Name of Reviewer:

**Narrative:** Record an objective description of what happened/what you observed. Make clear whether you are observing a real-time, f2f class, a Zoom meeting, or a recording. No matter what, your narrative ought to include noting the comings and goings of students, interactions between student/instructor and students and each other. Focus on what happens and for how long. What did the instructor do; what did students do/say, that sort of thing.

As observer, you want to be as unobtrusive as possible. That said, feel free to take notes/write, etc. One approach is to break things down into a timeline. How do things get started, how long, what happens during what you might identify as a particular event, etc.

Write as many details as possible about exactly what you witnessed. Be objective. Avoid using adjectives; don’t use superlatives or even hint at a judgement in any form.

**Evidence of Instructor’s Concerns and/or Focus for Student Learning:** Here you narrate what you understood—through explicit statement, or inference—the focus of the class was for the day. What did you observe as evidence of class purpose and student learning? Provide as much evidence as possible for your assumption. Work to articulate what you believe the instructor’s goals were based on their actions/responses, etc. Note whether the instructor made this clear, or you made inferences based on other materials and student comments/connections.

**Strengths:** What do YOU see as the strengths of this instructor? Be careful of the adjectives. The important thing here is offering evidence. If you think they were engaging, did you see it in students as well? How did you get that? Make sure to reflect a bit about why you VALUE this quality or action as a strength so that those who read this section understand the context for your comments. This is also a great way to get a reflective post-observation discussion started.

**Reflection/Observations/Questions/Considerations:** What does observing this class make you think about for your teaching/work? What questions do you still have for this instructor? What most interests you? Again, at this point you are going to reveal a bit about what you value and why, which allows you to also offer suggestions as you feel comfortable.

**LMS Usage:** Review and then describe their use of Canvas. When used as designed, Canvas facilitates excellent organization. How did this instructor organize materials? What materials have they posted? Making sure to note your own comfort with Canvas, note whether you learned anything about course design, or can see how students would/would not be able to navigate the site. How does the Canvas page exist as a reflection and support for what you observed in the class/recording?