**English Department Teaching Observation Form**

Instructions:

1. Instructor and observer determine a date for observation.
2. Before the observation, instructor provides a syllabus and relevant materials, and may discuss goals for the class session and any concerns the instructor has about the progress of the class.
3. Within two weeks after the observation, the observer and instructor meet to discuss the class and the written report; both sign on p.2, and the observer submits it to the WARD Director or Associate Director in the case of WARD faculty, or the Department Chair in the case of all other faculty.
4. If the instructor wishes to respond to the report, he or she may do so in writing to the WARD Director or Associate Director in the case of WARD faculty, or the Department Chair in the case of all other faculty, within an additional two weeks.

Course: \_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_ Instructor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Observer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note to observer: During the observation, use a copy of this form or your own paper for making notes, prior to preparing your report.

1. What methods did the instructor use in this class? This is not asking for details of specific activities or assignments, but for the types of pedagogical approaches you observed (lecture, whole class discussion, small group work, student presentations, etc).
2. What objectives or learning outcomes from the syllabus did this class address?
3. How would you describe the interactions between teacher and students?
4. Comment on the pacing, energy level, and engagement at different points during the class.
5. Describe the use of technology in the classroom, including the range of technologies from “old” (e.g., paper and pen, printed texts) to “new” (e.g., online resources, AV equipment).
6. Comment on the session’s overall success in terms of structure, challenge level, and learning, and include any suggestions you may have for additions or changes.

**Optional**: Comments by instructor, regarding course developments, innovations, challenges, etc.

This report has been shared by observer with instructor on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

date

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observer instructor