# Appendix 2: Teaching Observation Form

To be completed by the reviewer and made available to the reviewee for comments within two weeks of the teaching observation.

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| **Section A: Session Details** | |
| **Reviewee Name, Role and HEA Fellowship Status** |  |
| **Reviewer Name** |  |
| **Course unit code / Session Title** |  |
| **Session Date** | DD/MM/YYYY |
| **Number of students registered** |  |
| **Number of students present** |  |
| **Type of Contact Session** | ☐ Lecture ☐ Seminar/workshop  ☐ Small group teaching ☐ Online learning  ☐ Practicals/labs ☐ Other *(please specify)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Section B: Pre-review discussion and documentation**  (Discussion can be by face-to-face meeting or email) | | |
| **Documentation considered as part of review** | Consider materials that are relevant for the session, for example: course unit description, ILOs for the session, paper based resources, online resources, VLE materials, assessment materials and strategy. | |
| **Comments on documentation** | * Was the information about crucial aspects of the course unit communicated clearly in the documentation (e.g. structure of course, contact sessions, eLearning elements, expectations between contact sessions, intended learning outcomes, reading lists, extra resources, etc.)? * Are the intended learning outcomes appropriate for the level and the topic? * Are the online resources appropriate for the nature of the content and method of delivery? * Are eLearning resources (e.g. Virtual Learning Environment) organised so the student can relate them to the overall learning structure? * Are eLearning resources easily navigable and the online experience consistent; is the structure and signposting similar for each area? | |
| **Section C: Contact Session**  Questions to consider when observing sessions: | | |
| Learning outcomes:   * Was there explicit linking to previous and/or subsequent sessions? * Were there clear learning outcomes and were these highlighted to the students? * Was advice given on follow up work/forthcoming work signaled?   Students   * Were all students given adequate opportunity to participate? * Were all students encouraged to be actively engaged in the session? * Were their questions answered appropriately? | | Session structure:   * Was the session clearly structured? * Was the communication clear in all respects? * How well are resources used to support teaching? * Were there any issues with control of the class? * Was the pace and timing appropriate? * What are the levels of energy and enthusiasm conveyed? * Are the teaching methods appropriate? * Was there good use of illustrative examples? |
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| **Section D: Assessment and Feedback** | |
| **Assessment**   * Is the amount and method of assessment appropriate? * Is the assessment clearly linked to the intended learning outcomes? * Is there an opportunity for formative assessment? |  |
| **Feedback**   * What methods are used inside or outside the classroom to provide feedback to students on their progress? * Is there an opportunity for students to receive formative feedback? * Does the feedback help students understand their marks or how their performance might be improved in future? * Does the Blackboard page for the unit have a clear section explaining the feedback mechanism that the unit will follow? |  |

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| **Section E: Reviewer’s overall comments**   * All, or almost all, aspects of the teaching reviewed were of very high quality, few or no suggestions for improvement could be made * All, or almost all, aspects of the teaching reviewed were of high quality, but some suggestions for improvement could be made * Some aspects of the teaching reviewed were of good quality, but a number of suggestions for important improvements can be made and some developmental activity is recommended * Some aspects of the teaching reviewed were deemed to raise sufficient concern that urgent developmental activity was recommended |
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| **Section F: Reviewer’s recommendations for the reviewee sharing effective teaching practice?**   * Recommendations from the reviewer for the reviewee to enhance their teaching practice going forward |
| ☐ Reviewee acting as a mentor  ☐ Reviewee considers a HEA fellowship through LEAP  ☐ Reviewee considers presenting at Teaching and Learning Seminars or Showcases  ☐ Reviewee considers applying for Teaching Awards  ☐ Reviewee considers sharing teaching materials  ☐ Reviewee considers other colleagues observing their teaching sessions to share effective teaching practice |

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| **Section G: Reviewee’s reflections and comments** |
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| **Section H: Reviewee’s recommendations for their own development activity or training**  This will help shape future Faculty training provision. You can check existing training opportunities on the [CARD website](http://www.staffnet.manchester.ac.uk/bmh/pss-activities/training/) or alternatively e-mail [acadresdev@manchester.ac.uk](mailto:acadresdev@manchester.ac.uk) |
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| **Reviewer Signature**  I confirm this was an effective teaching session and that it meets the expected standard of Fellow of the Higher Education Academy | **Reviewee Signature**  I agree with the content of this observation form |
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