

PEER MENTORING PROGRAMME(PMP) 'Class observation Form

CONFIDENTIALITY CONSIDERATIONS; The purpose of the PMP is to maintain our goal of teaching excellence within the Department, and to provide a view for us to share teaching ideas and strategies with each other. In order for the programme to be effective, it is crucial that we establish and maintain an environment of mutual respect and trust. Therefore, all critiques given on this form should be done in a constructive manner and the raw data gathered through our observations on this form in each others classes and recorded on this form is to be kept confidential. Only three Copies of this form should be made, one to be given to the HOD, All Faculty members are encouraged to share Particularly effective teaching strategies with colleagues in Department meetings and also to share any difficulties So that we can all be encouraged in Co-operative problem solving. The HOD & the observer may use the insights gained through the Peer Mentoring Process as a basis for preparing evaluation required for appreciation & recognition, But under no circumstances should copies of completed class observation forms be shared or distributed outside the Department

Faculty Member Observed..... Observer..... Class Observed.....Date & Time.....

To be completed by the Faculty Member being observed:

1.The goal or outcome I have in mind for my students during this class session is:

2.During this class session, I would like the observer to pay particular attention to, and give me feedback on the following:

To be completed by the observer:

Describe what happened in this class session. What was done by the Faculty member &/or the students? What Teaching methods did you observe? How effective were these activities and methods in achieving the goal Or student outcome that the Faculty member had set out for this class session? Explain.

What 'worked' particularly well during this class session? Were any small-group activities, assignments or teaching Strategies that you think the Faculty Member should share with the Department Faculty as a whole during the the next department meeting?

Was there a point during this class session when the faculty member 'lost' student attention. If so, What do you think caused it. How did the Faculty member react, What did he/she do to regain student Attention? Were the faculty members efforts in this regard effective?.

How did the physical surroundings or environment of the class session affect the learning experience. If at all? (For eg., the temp or set up of the class room, the time of the day, No. of students in the class, outside Noise, lighting, problem with technology)

What suggestions do you have for the Faculty Member you observed in terms of expansion of particularly Effective teaching Strategies that did not work well, solving problems you observed etc.?

Other comments or observations:
