

Maynooth University Observation/Review of Teaching Forms

Please note: These forms are based on those used in University of Reading as part of their Postgraduate Certificate in Academic Practice.

Forms

There are two forms used to guide the process.

Form 1 - Teaching Observation Record - is for the observer to record the observation notes.

Form 2 - Teaching Observation Self Assessment - is for the teacher. This form serves two purposes:

- as the basis of the pre-observation discussion with the observer
- as a prompt for reflection on the discussion following the observation and to record action points.

Form 1 – Teaching Observation Record

Observer		Teacher	
Date		Module	
Length of session		Length of observation	
Year Group		Number of students	
Nature of session e.g. tutorial			
Topic			

1. What are the learning outcomes for this session?

2. Summary of the session's overall quality in relation to the learning outcomes:

Comments on strengths and development needs, particularly in relation to the learning outcomes:		
Prompts	Strengths	Areas for Development
Introducing the session to the students (clarity of learning outcomes; relation to previous work; overview or 'sign-posting' of session)		

Planning and organisation		
Methods/approach		
Delivery and pace		
Content (currency, accuracy, relevance, use of examples, level, match to students' needs)		
Student Participation		
Use of accommodation and learning resources		

Signed by observer: _____

Form 2 – Teaching Observation Self Assessment

Name		Observer	
Session		Date and time	

To be completed to inform the pre-observation discussion

1. Aims of the session (what do you intend to do and how does this relate to the rest of the course?)

2. Learning outcomes (what do you want the students to achieve?)

3. Rationale (why are you doing things this way; on what educational basis or previous experience is your practice based?)

To be completed as an aid to reflection on the discussion following the observation and to record action points.

4. From my own reflection and feedback and discussion with my observer, this is my analysis of aspects which worked well and why I think they worked well:

5. Changes I would make and why I would make them:

My action plan as a result of this observation and discussion:

Action(s)	How to achieve the action(s)	Timescale or target	How I will know I have succeeded