**Peer Enrichment of Teaching Option 2**

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|  Observer Record of a Teaching Session***PRIVATE AND CONFIDENTIAL*** *– this part is to be completed by the observer during / after the observation* |
| *School:* |
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| *Name of Lecturer/tutor:*  | *Name of Observer:* |
|  |  |
| *Degree programme:*  | *Date:*  |
|  |  |
| *Title of Teaching Session:* | *Year of programme:* |
|  |  |
| **PREPARATION AND PLANNING** |
| *Did the lecturer/tutor… (please mark an ‘X’ in the appropriate box)* | *Entirely / always* | *Partly / sometimes* | *Not at all / never* |
| 1. *Identify key learning outcomes in terms of knowledge and skills?*
 |  |  |  |
| 1. *Place the session in context (e.g. within the degree programme, the module or the series of lectures)?*
 |  |  |  |
| 1. *Pitch the content at an appropriate level?*
 |  |  |  |
| *Comments:* |
|  |
| **START OF THE SESSION** |
| *Did the lecturer/tutor… (please mark an ‘X’ in the appropriate box)* | *Entirely / always* | *Partly / sometimes* | *Not at all / never* |
| 1. *Secure attention of the students*
 |  |  |  |
| 1. *Introduce subject in an interesting way*
 |  |  |  |
| 1. *Make the aims and learning outcomes of the session clear to the students*
 |  |  |  |
| 1. *Link the subject to previous sessions*
 |  |  |  |
| *Comments:* |
|  |
| **explanation of the subject** |
| *Did the lecturer/tutor… (please mark an ‘X’ in the appropriate box)* | *Entirely / always* | *Partly / sometimes* | *Not at all / never* |
| 1. *Demonstrate a firm grasp of the subject area*
 |  |  |  |
| 1. *Adopt a logical, structured approach*
 |  |  |  |
| 1. *Move clearly from stage to stage*
 |  |  |  |
| 1. *Emphasise key points*
 |  |  |  |
| 1. *Provide alternative explanations of difficult points*
 |  |  |  |
| 1. *Make good use of audio-visual materials*
 |  |  |  |
| 1. *Make good use of handouts*
 |  |  |  |
| 1. *Make reference to additional reading materials*
 |  |  |  |
| *Comments:* |
|  |
| **PRESENTATION OF THE SESSION** |
| *Did the lecturer/tutor… (please mark an ‘X’ in the appropriate box)* | *Entirely / always* | *Partly / sometimes* | *Not at all / never* |
| 1. *Use legible and clear audio-visual material*
 |  |  |  |
| 1. *Show enthusiasm*
 |  |  |  |
| 1. *Control the pace of delivery*
 |  |  |  |
| 1. *Control the timing*
 |  |  |  |
| 1. *Speak clearly and concisely*
 |  |  |  |
| 1. *Maintain an appropriate level of class control and discipline*
 |  |  |  |
| *Comments:* |
|  |
| **LEARNER BEHAVIOUR** |
| *Did the students… (please mark an ‘X’ in the appropriate box)* | *Entirely / always* | *Partly / sometimes* | *Not at all / never* |
| 1. *As a cohort, attend the session*
 |  |  |  |
| 1. *Arrive on time*
 |  |  |  |
| 1. *Pay proper attention*
 |  |  |  |
| 1. *Undertake any tasks given to them*
 |  |  |  |
| 1. *Respond to the lecturer’s questions*
 |  |  |  |
| 1. *Ask questions*
 |  |  |  |
| *Comments:* |
|  |
| **FINISHING THE SESSION** |
| *Did the lecturer/tutor… (please mark an ‘X’ in the appropriate box)* | *Entirely / always* | *Partly / sometimes* | *Not at all / never* |
| 1. *Identify how well the learning outcomes had been achieved*
 |  |  |  |
| 1. *Reiterate and summarise key points*
 |  |  |  |
| 1. *Identify links with following sessions*
 |  |  |  |
| 1. *End the session positively and clearly*
 |  |  |  |
| *Comments:* |
|  |
| ***Other Comments:*** *Include here and overleaf reference to any issues affecting the session that were outside the control of the lecturer/tutor e.g. accommodation, resources, or that were of concern under Health and Safety legislation. These comments may be communicated by the observer to the Head of School or Head of the appropriate academic unit.* |
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| **Peer Enrichment of Teaching** – Lecturer / Tutor Record of a Teaching Session***PRIVATE AND CONFIDENTIAL*** *– This part to be completed by the observee after the observation* |
| *School:* |
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| *Name of Lecturer/tutor:*  | *Name of Observer:* |
|  |  |
| *Degree programme:*  | *Date:*  |
|  |  |
| *Title of Teaching Session:* | *Year of programme:* |
|  |  |
| **PREPARATION AND PLANNING** |
| *Did I… (please mark an ‘X’ in the appropriate box)* | *Entirely / always* | *Partly / sometimes* | *Not at all / never* |
| 1. *Identify key learning outcomes in terms of knowledge and skills?*
 |  |  |  |
| 1. *Place the session in context (e.g. within the degree programme, the module or the series of lectures)?*
 |  |  |  |
| 1. *Pitch the content at an appropriate level?*
 |  |  |  |
| *Comments: (i.e. why or why not)* |
|  |
| **START OF THE SESSION** |
| *Did I… (please mark an ‘X’ in the appropriate box)* | *Entirely / always* | *Partly / sometimes* | *Not at all / never* |
| 1. *Secure attention of the students*
 |  |  |  |
| 1. *Introduce subject in an interesting way*
 |  |  |  |
| 1. *Make the aims and learning outcomes of the session clear to the students*
 |  |  |  |
| 1. *Link the subject to previous sessions*
 |  |  |  |
| *Comments:* |
|  |
| **explanation of the subject** |
| *Did I… (please mark an ‘X’ in the appropriate box)* | *Entirely / always* | *Partly / sometimes* | *Not at all / never* |
| 1. *Demonstrate a firm grasp of the subject area*
 |  |  |  |
| 1. *Adopt a logical, structured approach*
 |  |  |  |
| 1. *Move clearly from stage to stage*
 |  |  |  |
| 1. *Emphasise key points*
 |  |  |  |
| 1. *Provide alternative explanations of difficult points*
 |  |  |  |
| 1. *Make good use of audio-visual materials*
 |  |  |  |
| 1. *Make good use of handouts*
 |  |  |  |
| 1. *Make reference to additional reading materials*
 |  |  |  |
| *Comments:* |
|  |
| **PRESENTATION OF THE SESSION** |
| *Did I… (please mark an ‘X’ in the appropriate box)* | *Entirely / always* | *Partly / sometimes* | *Not at all / never* |
| 1. *Use legible and clear audio-visual material*
 |  |  |  |
| 1. *Show enthusiasm*
 |  |  |  |
| 1. *Control the pace of delivery*
 |  |  |  |
| 1. *Control the timing*
 |  |  |  |
| 1. *Speak clearly and concisely*
 |  |  |  |
| 1. *Maintain an appropriate level of class control and discipline*
 |  |  |  |
| *Comments:* |
|  |
| **LEARNER BEHAVIOUR** |
| *Did the students… (please mark an ‘X’ in the appropriate box)* | *Entirely / always* | *Partly / sometimes* | *Not at all / never* |
| 1. *As a cohort, attend the session*
 |  |  |  |
| 1. *Arrive on time*
 |  |  |  |
| 1. *Pay proper attention*
 |  |  |  |
| 1. *Undertake any tasks given to them*
 |  |  |  |
| 1. *Respond to the lecturer’s questions*
 |  |  |  |
| 1. *Ask questions*
 |  |  |  |
| *Comments:* |
|  |
| **FINISHING THE SESSION** |
| *Did I… (please mark an ‘X’ in the appropriate box)* | *Entirely / always* | *Partly / sometimes* | *Not at all / never* |
| 1. *Identify how well the learning outcomes had been achieved*
 |  |  |  |
| 1. *Reiterate and summarise key points*
 |  |  |  |
| 1. *Identify links with following sessions*
 |  |  |  |
| 1. *End the session positively and clearly*
 |  |  |  |
| *Comments:* |
|  |
| ***Other Comments:*** *Include overleaf reference to any issues affecting the session that were outside the control of the lecturer/tutor e.g. accommodation, resources, or that were of concern under Health and Safety legislation. These comments may be communicated by the observer to the Head of School or Head of the appropriate academic unit.* |
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