

Department of Music Peer Observation Teaching Report

Instructor's Name _____

Rank and Status _____

Course/Section _____

Date and Time of Observation _____

Room _____ # of Students _____

Class Topic and Brief Summary _____

Guidelines for Providing Feedback

Written and verbal feedback should follow the principles of constructive criticism. Constructive criticism is descriptive and specific; it focuses on the behavior rather than on the person and it is directed toward behavior that a person can change. Constructive criticism is affirming in the sense that achievements and efforts toward change should be acknowledged (positive reinforcement), and suggestions for constructive change should be made in a positive way. Other suggestions when writing peer observation feedback:

- Place your comments in context. This will help both the instructor and others clearly understand your meaning. Use examples to support general statements.
- Make your comments collegial and professional.
- Phrase your comments in a positive manner whether they are compliments or suggestions for change.
- Begin the discussion and the written summary with a statement of “what went well” or the “teaching strengths.”
- Be sensitive to different teaching styles. Make recommendations appropriate for the teaching style.
- Direct your suggestions or recommendations toward behavior the teacher can do something about. Suggestions that require resources or support which are not available, that require complete revisions of courses, or major departures from the individual’s teaching style are likely to be neither helpful nor doable.

Please use the checklist below each category during your observation as a guideline, and provide supporting comments for each of the statements checked.

A. Presentation of Materials

- Presents material in a clear, concise and stimulating manner
- Speaks audibly and clearly
- Incorporates appropriate use of learning aids
- Communicates a sense of enthusiasm and excitement toward course content
- Carefully explains assignments
- Adjusts learning activities to assist in learning
- Presents topics in logical sequence and flow
- Budgets class time effectively

Comments: _____

B. Subject Mastery

- Demonstrates command of subject matter
- Answers student questions clearly and directly
- Uses relevant examples for course content

Comments: _____

C. Student/Teacher Rapport

- Monitors student understanding through student comments and questions
- Provides clear and constructive feedback
- Treats all students in a fair and equitable manner
- Uses appropriate recognition of student contributions
- Encourages students to answer difficult questions by providing cues and encouragement
- Respects diverse points of view

Comments: _____

D. Summary and Recommendations

Post-Observation Conference

I have read and have been given a copy of the attached report, and so signify by my signature below. I understand that I may attach additional comments to this document.

Teacher's signature _____ Date _____

Observer's signature _____ Date _____