

Observation Checklist for Peer Review

This checklist provides teaching behaviors that are considered effective. Use this list as a reference when observing a colleague.

When organizing the class, the instructor:

- Is on time, prepared, behaves appropriately, and is confident in their subject matter.
- explains the lesson's objectives, and makes connections to the course outcomes
- connects the day's lesson to previous lessons
- has appropriate supplemental materials for students
- presents the lesson in a logical manner that is easy to follow
- uses a variety of ways to explain the material
- maximizes student engagement during lecture by providing effective notetaking tools

When asking questions and answering student questions, the instructor:

- effectively re-phrases questions and comments
- allows time for student responses
- helps students improve responses

While lecturing, the instructor:

- interacts with students, making eye contact and coming out from behind the podium
- uses presentation tools effectively
- writes clearly on the board or document camera
- welcomes student questions
- effectively uses an audience response system or other activities to engage deeper thinking, problem-solving, or small-group discussion
- responds to student non-verbal cues regarding comprehension or disinterest
- provides opportunities for students to reflect on their own learning

While teaching, the instructor:

- recognizes if students are on task, and is willing to direct behavior (stop talking, stop packing up early)
- effectively manages time, starting and ending on time and not getting behind on lecture material
- shows a responsiveness to student needs by shortening or extending or changing an activity to improve student engagement and learning
- shows sensitivity during discussions by valuing all responses and correcting in a non-threatening manner
- demonstrates equity by using random or successive calling on students so all are heard from equally
- demonstrates equity and accountability by requiring all students to submit some sort of answer before calling on some