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|  | Department/Division/School:  |

**Peer Observation of Instruction Report Form**

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| Instructor:  | Course:  |
| Date of Observation:  | Time:  |

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| --- | --- | --- | --- | --- | --- | --- |
|  | Outstanding | Commendable | Satisfactory | Needs to Improve | Unsatisfactory | Not Applicable |
| **Section 1: Pre-observation Review (Optional—the observer may request copies of the syllabus and handouts prior to the observation)** |
| 1. Syllabus is organized.
 |[ ] [ ] [ ] [ ] [ ] [ ]
| 1. Syllabus includes course objectives and student learning outcomes (SLO)s.
 |[ ] [ ] [ ] [ ] [ ] [ ]
| 1. Course materials are appropriate to course objectives and SLOs.
 |[ ] [ ] [ ] [ ] [ ] [ ]
| 1. Class activities are appropriate to course objectives and SLOs.
 |[ ] [ ] [ ] [ ] [ ] [ ]
| **Section 2: General Observation** |
| 1. Instructor is prepared for class session.
 |[ ] [ ] [ ] [ ] [ ] [ ]
| 1. Instructor is knowledgeable about course content.
 |[ ] [ ] [ ] [ ] [ ] [ ]
| 1. Instructor promotes a welcoming and inclusive class environment.
 |[ ] [ ] [ ] [ ] [ ] [ ]
| 1. Instructor provides an overview for lesson/module.
 |[ ] [ ] [ ] [ ] [ ] [ ]
| 1. Instructor presents material relevant to course objectives and SLOs.
 |[ ] [ ] [ ] [ ] [ ] [ ]
| 1. Instructor uses activities that facilitate learning.
 |[ ] [ ] [ ] [ ] [ ] [ ]
| 1. Instructor provides relevant examples when appropriate.
 |[ ] [ ] [ ] [ ] [ ] [ ]
| 1. Instructor effectively connects content to prior learning.
 |[ ] [ ] [ ] [ ] [ ] [ ]
| 1. Instructor checks for understanding when necessary.
 |[ ] [ ] [ ] [ ] [ ] [ ]
| 1. Instructor encourages student engagement in the lesson.
 |[ ] [ ] [ ] [ ] [ ] [ ]
| **Section 3: Optional (departments/divisions/schools may add additional items)** |
|  |[ ] [ ] [ ] [ ] [ ] [ ]
|  |[ ] [ ] [ ] [ ] [ ] [ ]
|  |[ ] [ ] [ ] [ ] [ ] [ ]
| Observer Name:  | Department/Division/School:  |
| Observer Signature:  | Date Signed:  |

Use the next page to describe the strengths, opportunities for improvement, additional recommendations, and summarize the peer observation.

When completed, return this form to the Department/Division/School office and provide a copy to the instructor. The original is placed in the faculty member's Personnel Action File in the Dean's Office.

**Strengths, Opportunities for Improvement, Recommendations, and Summary:**

Written comments should inform ratings provided on page 1 and provide appropriate context to the feedback.

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| **Strengths** |
| **Opportunities for Improvement** |
| **Additional Recommendations** |
| **Summary** |