

PEER EVALUATION OF TEACHING OBSERVATION WORKSHEET

Instructor _____ Topic _____
 Date _____ Reviewer _____

1 = Ineffective 2 = Poorly Effective 3 = Effective
 4 = Very effective 5 = Outstanding NA = Not observed or not utilized

A. Clarity and Organization	1	2	3	4	5	NA
Clearly states purpose / objectives of the presentation						
Presented overview of presentation						
Relates lesson to previously covered material						
Presents material in a logical sequence						
Paces lesson appropriately						
Summarizes major points of lesson						
How did the instructor demonstrate organization of the subject matter?						
B. Effective Communication	1	2	3	4	5	NA
Projects voice clearly, with intonation; easily heard						
Demonstrates and stimulates enthusiasm for subject						
Varied explanations for complex and difficult material, using examples to clarify points						
Defines unfamiliar terms, concepts and principles						
Uses humor appropriately to maintain attention and strengthen retention						
Listens to students' questions and comments						
What were the most and least helpful things the instructor did to communicate effectively?						
C. Interaction with Participants	1	2	3	4	5	NA
Maintains participant attention						
Responds to nonverbal cues of confusion, boredom, and curiosity						
Encourages student questions or discussion; asks questions to monitor student progress						
Listens to students' questions and comments						
Gives satisfactory answers to student questions, restating questions and answers when needed						
How did the instructor show interest in the students and their learning?						
D. Instructional Materials and Environment	1	2	3	4	5	NA

Presentation follows handout						
Present appropriate amount of material at appropriate level of complexity; material up-to-date						
Presents helpful audiovisual materials to support lesson organization and major points						
Presents helpful written materials to reinforce key points						
To what extent did the instructor vary the instructional methods for the material presented? What other methods might have been appropriate?						
E. Small group	1	2	3	4	5	NA
Demonstrates advanced preparation for teaching session						
Explains purpose, goals of the session						
Explains how session is organized, or will be conducted; student role is made clear						
Keeps session well-paced & keeps group on target						
Facilitates, rather than directs, discussion. Allows learners to solve problems						
Accommodates different learning styles						
Answers questions / provides guidance when necessary; demonstrates new tasks, procedures						
Checks to see that information is understood						
Provides effective feedback						
Encourages group interaction; ensures participation from all members of the group						
Treats learners and colleagues, team members Respectfully						
Ensures summarization of content at end of session						
OVERALL EVALUATION						