

## 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

| <b>A. Clarity and Organization</b>   | 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>B. Effective Communication</b>  | 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?   |   |   |   |   |   |    |
|  |   |   |   |   |   |    |
| <b>C. Interaction with Participants</b>  | 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?                     |   |   |   |   |   |    |
|  |   |   |   |   |   |    |
| <b>D. Instructional Materials and Environment</b>  | 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? |   |   |   |   |   |    |
| <b>E. Small group</b>  | 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   |   |   |   |   |   |    |