

Faculty of **Science**

Faculty Teaching Observation form

A

|  |  |
| --- | --- |
| **1) To be completed by the member of staff being observed at or before the pre-observation meeting.**  **Details of the proposed observation:** | |
| **Observee**: | **Date**: |
| **Observer**: | **Time**: |
| **Type of teaching session**: | **Venue**: |
| **Intended outcomes of the session**: | |
| **Agreed focus of the observation**: | |

|  |
| --- |
| **2) To be completed by the member of staff observed before the post-observation meeting.** |
| **Reflect on how you felt the session went using the Faculty’s Observation Criteria\* as prompts.** |
|  |
| **Overall, were students engaged during this session?** |

|  |
| --- |
| **3) To be completed by the observer before, during or after the post-observation meeting.**  **Consider part 2) and relate your observations of the session using the criteria\* as prompts.** |
|  |
| **Overall, were students engaged during this session?** |

**We acknowledge that this observation activity remains confidential between the observer and observee.**

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Observer) Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Observee) Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The observer should forward the final version of this document to the observee for their records.**

**\*Faculty Observation Criteria**

Delivery: The tutor’s presentation of the taught material.

Inclusivity: How the tutor and teaching materials ensured that the whole class were included.

Structure: Organisation of the taught material and its contextualisation within the curriculum by the tutor.

Content: The quality and appropriateness of the presented material.

Operational: Other ways in which the tutor used facilities to ensure a smooth, comfortable and safe session e.g. lighting/sound levels.