**Guidelines for Faculty Classroom Observations**

First-Year Writing Program, Department of Writing Arts

**Prior to Observation**

The instructor being observed should provide the observer with any information that will help provide context for the class that is being observed.

Some suggestions on information to include are:

* Learning goals for the class and how they connect to the core values of the First-Year Writing Program
* How the class fits within the context of the larger assignment students are working on
* A basic plan for the class
* A description of the class dynamic (Is it a relatively active/quiet group? Have you found that they respond better to different types of activities? Have any shifts occurred as the semester progressed?)
* Any specific aspects of your teaching you would like feedback on

Additionally, the instructor should provide materials that support and/or supplement and explain the class being observed. These materials include class handouts for that particular class day, assignment sheet(s) and course syllabus.

While ideally this exchange of information could take place in person (especially if the instructor and observer have not met prior to the observation), often our schedules do not allow this. Therefore, contact by email also works.

**Post Observation**

After the observation, some discussion between the instructor and observer is highly recommended. Such a discussion allows the instructor to share perspective of the day’s classroom experience. It also allows for professional development between the observer and instructor and for the sharing of information beyond what might appear in the official observation report.

**The Observation Report**

The observation report is to be sent to the instructor **within two weeks of the observation**. The final formal report needs to be signed by the observer and instructor. The instructor is encouraged to share any questions about the report and/or to point out factual errors before signing it.

**Heading**

Instructor: name typed signature line

Observer: name typed signature line

Course Observed: Date Observed:

**Introduction**

This section should briefly explain the exchange of information that took place between the observer and the instructor prior to the observation, in particular the contextual information and materials that were provided. It might also describe the overall dynamic of the class observed.

**Specific Areas of Discussion**

* **Presentation**

Possible discussion points:

* The instructor clearly articulated points and ideas
* Visual elements were used when necessary and augmented the class goals
* The purpose of the class was clear to the students
* The instructor responded well to the unexpected

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| Comments: |

* **Structure**

Possible discussion points:

* + The instructor summarized periodically and at the end of class
  + The intentions for the class were explained to the students in the beginning
  + The instructor stated the relation of the class to the previous one(s)
  + Enough time was given for each activity
  + Opportunities were given for students to ask questions

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| Comments: |

* **Content of Class**

Possible discussion points:

* Class activities reflected the curricular values of the FYW program
* The instructor communicated the reasoning process behind class activities to students
* All class activities related to the purpose of the class and to one another

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| Comments: |

* **Interaction**

Possible discussion points:

* The instructor facilitated student participation and guided conversation
* The instructor spent additional time on specific areas when students were in need of further clarity or assistance

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| Comments: |

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| Instructor Strengths: |

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| Suggestions for Professional Growth: |