

Observation of Teaching and Learning



Please complete this side before the session commences

Name	Date
Observer	Venue
Group	Start time
Number of Students	Length of observation
Type of session	Time of feedback

Aim

*In terms of **your** aims and relationship to your ELT project and portfolio*

Objectives

*What are the specific learning objectives planned for the **students**? Refer to the module descriptor and your student needs analysis where appropriate.*

Outcomes

*How **students** will benefit in the longer term from this and the related learning experiences.*

Any particular factors/problems taken into account when planning the session?

Learning technology

How have you incorporated learning technologies into this session?.

Are there any particular aspects of this you would like feedback on?

Observer's Comments

The breakdown of each category (in italics) is a guide to the observer as to aspects for comment and discussion. They are not intended to be comprehensive or that each has to be covered every time. Different disciplines will have additional aspects to consider.

Teaching Characteristics – Comments

1. Planning and start of session

Appropriateness of aims, objectives and outcomes. Communication of these to students. Orientation e.g. aims, objectives, "route map". Continuity with other sessions and students' prior knowledge.

2. Tutor input

Overall structure of the session. Relevance, clarity and organisation of content. Attitude to subject matter. Facilitation skills. Flexibility in dealing with issues raised by students. Summary of key points. Pace of session.

3. Student input

Question and answer technique. Instructions to students. Level of participation and interaction among students. Range of student activities. Awareness of individual needs. Attention and interest. Response and feedback. Student-tutor rapport and general session management.

--

Observer's Comments (Cont)

Teaching Characteristics – Comments

4. Methods and approaches

Choice/variety of teaching/learning methods. Use of innovative approaches. Use of learning technologies. Quality of resources used. Use of real examples and/or input from expert practitioners. Use of appropriate reinforcement. References and links to research.

5. General

Were the objectives achieved? Appropriateness of teaching/learning methods. Was effective communication achieved? Awareness of needs of learners and differences in approach? Any technical or logistical problems?

6. Future areas of focus or development

7. Summary

Course Members Notes About Observation

Name: **Date:**

Please complete and return this page to your observer after your post-session discussion

What have you found helpful about the observation process?

In the light of comments are you likely to adapt any approaches? Would you like any further support from the ELT programme (or other staff development opportunities)?

Any further comments about the session and observation?

