**Instructions**

Allow ~4hrs for the total process.

**1. Pre-class evaluation of course materials (30 minutes)**

* Go to the instructor’s website, and evaluate the following components (fill in your comments on the form on the next page):
	+ Organization – Is it easy to navigate? Does it contain essential information?
	+ Syllabus – Is it detailed and easy to read? Does it contain course goals / outcomes? Is anything missing?
	+ Class materials (for the day of class you are going to observe) – What materials are provided? What is the purpose of these materials?

**2. Meet with instructor before class (pre-class meeting) (30 minutes)**

* Meet with the instructor before the class you are going to observe. Give your feedback to the instructor about their website, syllabus, and course materials.
* Ask the instructor the three questions found on the feedback form and take notes.

**3. Observe class (60 minutes)**

* Attend class. Sit somewhere in the middle or back, so you can observe both instructor and student behavior and make note of approximate attendance.
* While observing, describe what is happening in the class and begin to evaluate the events. Keep the following factors in mind during your observation.
	+ Professionalism: Was presentation organized, clear, and at an appropriate pace? Did instructor display mastery of subject and enthusiasm?
	+ Instructional techniques: Were a variety of engagement strategies and technology used: group work/discussions, student presentations, demonstrations, clickers, iPads, videos/animations
	+ Instructor-student interactions: Were students asked appropriate questions, allowed enough time for responses, answered clearly. Was student knowledge appropriately assessed.
	+ Classroom management: Was class time used effectively, were lesson objectives explained a fulfilled? Did instructor maintain an positive learning environment?

**4. Complete feedback form and schedule follow-up meeting (60 – 90 minutes)**

* Complete all sections of the feedback form by typing up your notes and evaluations from the pre-class meeting and in-class observation.
* Reflect on your observation and include one thing that you will change about your teaching as a result of making this observation
* Schedule a meeting with the instructor to go over your feedback **within one week of the class observation**(prompt feedback is critical!).

**5. Meet with instructor to debrief (post-class meeting) (30 minutes)**

* Give your feedback to the instructor on the class you observed, including their strengths and suggestions for improvement.
* Email a copy of the feedback form the instructor immediately after the meeting.
* Email a copy of the feedback form to the teaching committee

UCI Peer Teaching Reciprocal Feedback Form

Instructor name: Observer name:

Course title:

Lower / upper-division course:

**Before pre-class meeting**

Course website description / evaluation:

Syllabus description / evaluation:

Pre-class materials description / evaluation:

**Pre-class meeting**

Date and time of meeting:

Ask the instructor the following questions and summarize their responses.

* What are your class goals?
* What are some strategies that you are using that you think are innovative and successful?
* What areas would like input / feedback on?

**In-class observation**

Date of observation:

Day of week and time of class:

Topic:

Number of students present / enrolled:

Classroom location / type of classroom:

Summary of class observed (description and evaluation of activities):

Your strengths include the ability to:

Suggestions to consider:

**Post-class feedback**

Date of post-class meeting:

Date written feedback provided to instructor:

**Observer reflection**: Changes observer will make in their teaching as a result of participating in this evaluation program: