

Department of Primary Care & Population Health

PEER OBSERVATION OF TEACHING

Peer review is part of our on-going evaluation of teaching quality and provides an opportunity for discussion of our teaching with colleagues. All teachers should have the opportunity to have one of their sessions formally reviewed by a colleague at least once a year. This process is intended to be educational and enjoyable for both those observed and those observing but it is recognised that such an exercise might seem somewhat threatening and so we have a number of ground rules which are as follows:

- The teaching review should be planned and discussed in advance by observer and observed.
- Following introduction to the students, the observer should take no active part in the teaching session.
- The observer should feedback to the teacher immediately after the session.
- Feedback should be non-judgemental, supportive and constructive. Suggestions should be made where possible as to how to build on strengths and improve upon weaknesses.
- Outcomes of the review should be confidential between the observer and observed. Positive or negative comments to be discussed with course leader or Head of Department only with consent of the observed teacher.
- A written record of the review should be kept by observer and observed
- Following review of your teaching you should inform the relevant Course Co-ordinator of the date and time at which the review has taken place and the name of your observer.

Staff may arrange their own peer reviewer or the Department can suggest a suitable colleague. You should arrange convenient times to discuss and sit in upon each others teaching. We provide a pro-forma below which will help structure the teaching observation. Any feedback on the form and how it could be improved is always welcome.

UCL Department of Primary Care & Population Health

PEER OBSERVATION OF TEACHING

Name of Teacher:

Name of Department:

Courses Taught:

Type of teaching observed:

Lecture

Small group

Seminar

Other (please describe)

Undergraduate

Postgraduate

Ward round

Name of Observer: **Signature:**

Date of Peer Observation:

Please complete and return this page only (Pg 1) to:

*Dr Joe Rosenthal
Department of Primary Care & Population Health
UCL Medical School (Royal Free Campus)
Rowland Hill Street
London
NW3 2PF*

OBSERVER:

Please provide lesson plan outline proforma to the teacher you are observing. Please forward only this cover page. **DO NOT forward the observer checklist (Pg 2).**

CONFIDENTIAL Peer-observation of teaching: Observer checklist

Name of Teacher:

Observe:

Lesson Title:

Date:

<u>Instructional Set</u>	+	-	Notes
Established mood and climate (rapport)			
Motivated students to learn			
Explained usefulness of skill/knowledge			
Stated teaching objectives clearly			
<u>Body</u>			
Made organisation explicit			
Controlled amount of content			
Clarified technical terminology			
Emphasised major point(s)			
Used Visuals, examples illustrations			
Introduced resources/changed stimuli			
Involved students			
Used questioning techniques			
Accepted student responses			
Encouraged student-student interaction			
Managed time			
Exhibited enthusiasm			
<u>Closure</u>			
Summarized major points			
Related to instructional set/objectives			
Provided sense of achievement			

NOTES:

Strengths

Suggestions for improvement

a.

a.

b.

b.

c.

c.

d.

d.

Action Plan

N.B: As per UCL Guidelines, all notes and feedback are strictly confidential; the brief report does not go beyond the observer-observed pair.

Observer's Signature: **Date:**

Form C - Lesson Plan

Name:

Title: **Date of session:**

	Time	Resources
Intro		
Body		
Summary		

Signature: **Date:**