

## **Peer-Teaching Evaluation Guidelines**

**Instructor:**

**Evaluator:**

**Course:**

**Date of Observation/Date of Discussion:**

The peer-evaluation should build on strengths to develop. The following questions are a list of suggestions meant to serve as guidelines to a separate informally written evaluation report or letter. This should accompany informal conversations. Potential categories that could be worthy of comment include:

### **Content**

*Is the syllabus clearly formatted and well organized? Is the amount of reading and level of assignments appropriate for the class level and area/topic of the course? Is there good explanation given of the purpose of the assignments and the method of evaluation?*

*Which texts, materials, and/or topics were studied during the class period? Is the depth and/or breadth of the material appropriate for the level of the course? Were the lecture, discussion, and/or in-class activities appropriate for the level of the course and the target student population?*

*How clear are the Student Learning Outcomes (SLOs) on the syllabus? Are assignments clearly linked to learning goals? Do the assignments adequately assess the linked SLO, both departmental and General Education (if the course has a GHP, GL, GN marker)?*

### **Structure and Clarity**

*How well was the class period organized? How clearly did the instructor explain the material and help focus class activity? How well does the instruction match the goals in the syllabus?*

### **Style, Interaction, and Rapport**

*What style of teaching was employed (lecture, discussion, or a combination) and was it appropriate for the level of the class? Were there student activities (e.g. group work, peer review) that engaged the students dynamically?*

*How effectively did the instructor convey the material to the students? (Consider, for example, the percentage of students who participated, the quality of their remarks, and the instructor's responses to students).*

*Describe the rapport between the instructor and students.*

*If the instructor is using technology, is it done in an effective way in classroom? (e.g. multimedia presentations, LMS software, clickers etc.).*

### **Other Comments for Conversation**

*Can you identify other strengths and/or weaknesses not included above? What suggestions do you have for the instructor to improve the overall teaching experience and make it more effective for students?*

Approved November 6, 2014