**Reflective Teaching Observation Instructions**

The goal of the Reflective Teaching Observation is for faculty to have the opportunity to observe instructional approaches of their colleagues and reflect about how those observations might inform their own teaching. Reflective Teaching Observations are different from Peer Evaluations in that Observations may be used in the observer’s P&T dossier rather than the observee’s.

For the reflective observation, the form asks you to observe what the instructor and students are doing at different time points throughout the class. Every 2-5 minutes, you will log what you observe. Try to avoid saying generic observations such as the instructor is “lecturing” and the students are “listening.” Instead, try to capture the details of how material is being conveyed and how students are engaging with the material.

Here are some things to consider looking for in framing your observations of the instructor:

* The instructor states the relation of the class to previous one
* The instructor posts class goals or objectives
* The instructor utilizes student participation
* The instructor encourages students’ questions
* The instructor provides time for the students to practice
* The instructor defines new terms or concepts
* The instructor elaborates or repeats complex information
* The instructor uses examples to explain content
* The instructor communicates the reasoning process behind the operations or concepts
* The instructor identifies sources, perspectives, and authorities in the field
* The instructor motivates the content discussed

Here are some things to consider looking for in framing your observations of the students:

* The students are practicing an application of the material or a practice exercise
* The students are collaborating on practice exercises
* The students are posing questions about their misunderstandings
* The students are presenting solutions or sharing their work with the group
* The students (or some students) are participating in a demonstration

After the class observation, you will complete the second page of the Reflective Teaching Observation form. This is an opportunity to reflect on what went well in the class which might influence your own teaching, as well as what to avoid. You are encouraged to meet with the instructor to discuss your observations and comments.