



GOVERNMENT OF THE VIRGIN ISLANDS OF THE UNITED STATES

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DEPARTMENT OF EDUCATION
DIVISION OF HUMAN RESOURCES

Colleague Observation for HOUSSE Assessment

Please complete this page *before* the session begins. Attach additional pages if necessary

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|---------------------------------|------------------------------|
| Name of teacher | Date |
| Name of observer | School |
| Course/level of students | No. of students |
| Type of session | Length of Observation |

Observer's Comments

To be completed by the observer *during or immediately after* the teaching session. Attach additional pages if necessary.

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 in every case.***

Teaching characteristics – Comments

1. Planning and start of session

Appropriateness of aims and outcomes (where it is possible to evaluate this). Communication of these to students. Continuity with other sessions and students' prior knowledge made explicit. Coping with any unexpected occurrences, e.g. latecomers, missing equipment.

2. Presentation

Structure. Relevance and organisation of content: attitude to subject matter: clarity of presentation. Emphasis of key points. Pace of session (time management). Tone, volume, clarity of speech. Links made to other aspects of course (e.g. lectures, workshops or tutorials).

3. Student participation

Question and answer technique. Exercises/activities. Class management (appropriate level of control and authority). Instructions to students. General class atmosphere. Level of participation between students (excessive? lacking?). Attention and interest. Attitude to students. Awareness of individual needs. Student-teacher rapport.

Teaching characteristics – Comments

4. Methods and approaches

Choice/variety of teaching/learning methods. Use and design of instructional materials (OHP, handouts etc.) Use of appropriate reinforcement. Examples and analogies. References and links to research, other resources. Dealing with problems/disruptions.

5. General

Were the aims and outcomes achieved? How appropriate were the teaching/learning methods. Was effective communication achieved? Did the teacher demonstrate awareness of needs of learners and differences in approach?

6. Aspects to improve

Comment in terms of both teaching style and content (if possible).

7. Strengths

Again, comment in terms of both teaching style and content (if possible) and refer back to the areas identified for focus by the teacher before the session.

Signed by observer:

Date:

Signed by observed teacher _____

Date: _____