**Clackamas Community College**

**Associate and Part-Time Faculty Peer Observation**

**Lab**

Observed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_ Observer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please check those items that you observe during your time in the class. Add additional items of note either at the end of the related section or at the end of the observation form.

**Importance and Suitability of Content for the Attainment of Learning Outcomes.**

* The material presented is relevant and useful for this group of students.
* Students seem to have the necessary background to successfully complete the lab.
* The examples used drew upon students’ experiences.
* A sufficient amount of material was included in the directions for the lab.

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Organization of Content**

**Introductory Portion**

* Stated the purpose of the lab.
* Presented a brief overview of the lab.
* Stated a problem to be solved or discussed in the lab.
* Discussed the relationship between this and previous lectures.

**Body of Lab Time**

* Arranged and discussed the lab in a systematic and organized fashion that was made explicit to the students.
* Asked questions periodically to determine if students understood the instructions and were making appropriate progress.
* Moved about the lab area checking on students’ progress.
* Answered questions from students throughout the period.
* Followed appropriate safety procedures throughout the period.

**Conclusion of Lab**

* Summarized the main ideas in the lab.
* Solved or otherwise dealt with any problems.
* Related the day’s lab to upcoming presentations.
* Related what students were expected to gain from the lab.

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Presentation Style**

**Voice characteristics**

* Voice could easily be heard.
* Voice was raised or lowered for variety and emphasis.
* Speech was neither too formal nor too casual.
* Speech filler (e.g. “OK,” “ahm”) were not distracting.
* Rate of speech was neither too fast nor too slow.

**Nonverbal Communication**

* Established and maintained eye contact with the class.
* Listened carefully to student comments and questions.
* Wasn’t too formal in appearance.
* Wasn’t too casual in appearance.

**Clarity of Presentation**

* Stated purpose at the beginning of the lab.
* Defined new terms, concepts and principles.
* Used relevant, clear and simple examples to explain major ideas.
* Reiterated definitions of new terms to help students become accustomed to them.
* Used alternative explanations when necessary.
* Talked to the students, not to the board or windows.
* The board work was organized and legible.

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Establishing and Maintaining Contact with Students**

**Establishing Contact**

* Greeted students with a bit of small talk.
* Established eye contact with as many students as possible.
* Used questions to gain student attention.
* Encouraged student questions.

**Maintaining Contact**

* Asked questions that allowed the instructor to gauge student progress.
* Noted and responded to signs of puzzlement, boredom, curiosity, and so on.

**Questioning Ability**

* Asked questions to see what the students knew about the topic.
* Addressed questions to individual students as well as the group at large.
* Paused after all questions to allow students time to think of an answer.
* Encouraged students to answer difficult questions by providing cues or rephrasing.
* When necessary, asked students to clarify their questions.
* Asked probing questions if a student’s answer was incomplete or superficial.
* Repeated questions and/or answers when necessary so the entire class could hear.
* Received student questions politely and, when possible, enthusiastically.

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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