

Faculty of Engineering

Quality Assurance Programme

PEER OBSERVATION FORM FOR LECTURES

Observee and the Department:

Observer and the Department:

Course module: Title:

Nature of the Session:

Date: Time: from..... to.....

This exercise is aimed at *improving* teaching quality of academics in the Faculty of Engineering. *The success of the process mainly depends on the mutual understanding between observee and observer. This should not be considered as an evaluation or a fault finding process. The results of this exercise cannot be published or use for any purpose without proper approval of the two academics involved. After the exercise is completed it should be informed to the Head of the Department of the observee.* The Observer should indicate under section 8 below, any factors or circumstances beyond the control of the teacher which precluded or affected the demonstration or observation of desirable qualities given in this *form*. **Additional comments on each section can be included in the space provided**

Topic	Excellent	Good	Satisfactory	Poor	Can not Comment/ NA
1. Instructional Method					
• Appropriateness of instructional method to achieve the objectives					
Comments:					
2. Delivery					
• Engagement (<i>strategy adopted to start the lecture</i>)					
• Evidence of preparations <i>prior to the lecture</i>					
• Definition of goals					
• Clarity of presentation					
• Audibility of presentation					
• Visibility of presentation material					
• Techniques adopted to maintain interest and reduce strain					
• Pace of presentation					
• Emphasis of key points					
• Summary and what next					
• Direction towards references and homework					
Comments:					

Topic	Excellent	Good	Satisfactory	Poor	Can not Comment/ NA
3. Sequence of Presentation					
• Structure of presentation					
• Flow of presentation					
Comments:					
4. Instructional Media (Teaching Aids)					
• Use of instructional materials					
• Quality of instructional materials					
• Preparation of resources					
Comments:					
5. Content					
• Accuracy of contents					
• Relevance of material being presented					
• Understanding of student needs					
• Effective use of time					
Comments:					
6. Personal Qualities					
• Enthusiasm of the lecturer					
• Confidence of the lecturer					
• Lecturer's manner					
• Creativity of the lecturer					
Comments:					
7. Relationship with Students					
• Maintenance of eye contact					
• Equal treatment to students					
• Degree of student –lecturer interaction during presentation					
• Response to questions					
• Initiation & management of discussions					
• Response to student contributions					
• Prior knowledge and understanding of the target audience					
Comments:					
8. General Comments					

Signature:..... (Observer)

Signature:.....(Observee – for acceptance of comments)