

History Peer Observation Notetaking Form¹

Pre-Observation

1. Review of Syllabus and Other Material(s)

a) If you were to assume the role of a student in this course, what would you identify as the strengths of the syllabus? Are there details about the course that you would like to see covered more in the syllabus? What other comments and/or questions do you have for the instructor?

b) If you requested other materials to review (e.g., class handouts/exams, access to the course management system, prior FCQs, etc.), what comments and/or questions do you have for the instructor?

2. In-person Consultation

a) Learning goals. Discuss learning goals for the course and/or the class meeting you will be observing.

b) Syllabus (and other materials, if applicable). Discuss course materials relevant to classroom observation.

c) Selection of observation criteria (see 3 below).

d) Number and timing of classroom observations.

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Instructor:

Course Name:

Course Number/Section:

Date/Time/Room/Bldg:

of students enrolled/#students who attended:

Criterion 1:

Notes:

Summary/Key Takeaways:

Criterion 2:

Notes:

Summary/Key Takeaways:

Criterion 3:

Notes:

Summary/Key Takeaways:

Additional note-taking space:

Overall impressions:

a) Strengths and positive aspects of this class and/or the instructor's teaching of this class:

b) Suggestions for the instructor to improve their teaching:

Optional: Summary from Classroom Interviews

If classroom interviews were conducted, please describe common themes and takeaways here (see separate “History Classroom Interview Guide” for details):

Post-Observation Discussion (*applicable only if conducting full peer course evaluation*)

This is a place to write notes from your debriefing session(s). What highlights from your observation would you like to share? What questions do you have for the instructor?