**Faculty of Natural Sciences**

**Learning and Teaching Development Programme**

**(Form updated March 2024)**

**Teaching Observation- Notes for LTDP Participants**

*Teaching Observation Sessions are a compulsory component of the FoNS Learning and Teaching Development Programme (LTDP).*

*At least three of your teaching sessions must be observed by your Academic Mentor and/or Teaching Buddy*

*There should normally be an interval of at least 3 weeks between observation sessions if they are for the same type of teaching activity (e.g. two lecture observations),  in order for feedback from previous observations to be received and reflected upon.*

*The sessions must include a lecture but should also include a tutorial or workshop activity, or a laboratory demonstration session if these are appropriate to the LTDP participant.*

*There is a requirement for the observation sessions to be completed to the satisfaction of the LTDP assessors – if necessary, further sessions must be scheduled until performance is satisfactory. You must demonstrate your ability to reflect on your performance and identify specific actions for improvement/refinement.*

***Pre*-observation contact with the observers**

Part 1 sets out the information you need to give to your observers. The purpose is to give date and venue information, a brief outline of the objectives of the session, a statement of the areas on which some feedback is sought and an opportunity to make any other comments that affect the teaching event. The more seriously you take this step, the more useful the observation will be to you.

***Post*-observation contact with the observers**

Immediately after the observation, you must meet with the observers to receive verbal feedback on the points indicated on Part 2 (the observers’ form). If a meeting immediately after the session is not possible, the observers should send the completed form to you within 24h and a follow-up meeting should be arranged within a week. You then need to fill in Part 3 outlining your ‘plan of action’.

Once the above have been completed, send an electronic copy of the form to your DUGS (or equivalent) via email. You should also CC to your observers and to the FoNS LTDP Coordinator at [fonsltdp@imperial.ac.uk](mailto:fonsltdp@imperial.ac.uk)

Make sure to keep a copy of the form for your own records.

**FoNS-LTDP**

**Teaching Observation Form**

**PART 1 – To be completed by the LTDP Participant prior to the Observation Session**

|  |  |
| --- | --- |
| **Name of LTDP Participant:** |  |
| **Date of Session:** |  |
| **Course / Module Code:** |  |
| **Type of Session:** |  |
| **Topic and Year:** |  |

The purpose of this activity is developmental. Your observer needs the information below before the observation.

|  |
| --- |
| **1. My objectives for the session (both for me, and for the students as learners):** |
|  |
| **2. Areas on which I would welcome some feedback:** (*Be specific and selective, e.g.: quality of explanations on a certain topic; quality and effectiveness of instructional materials (handouts, slides, videos, demonstration equipment); level of student attention and engagement; body language and speech; pace.*) |
|  |
| **3. Other constraints or issues useful for the observer to note:** |
|  |

**FoNS-LTDP**

**Teaching Observation Form**

**PART 2 – Observers’ Feedback to LTDP Participant**

|  |  |
| --- | --- |
| **Name of LTDP Participant:** |  |
| **Date of Session:** |  |
| **Course / Module Code:** |  |
| **Type of Session:** |  |
| **Topic and Year:** |  |

*Information for the observers completing this form:* The purpose of this activity is developmental for the LTDP participant whom you are observing. The LTDP participant will have sent you information about the teaching session (Part 1). Please read that information and clarify any obscure points. During the session, concentrate on observing the LTDP participant, students’ reactions and interactions with any teaching assistants, technicians or others involved. After the session, complete Part 2 and discuss with the LTDP participant. If a discussion immediately after the session is not possible, you are expected to send the completed Part 2 to the LTDP participant within 24h and hold a follow-up meeting within a week.

|  |  |  |
| --- | --- | --- |
| **Names of Observers:** |  |  |
| **1. What, in your opinion, went well in the session? Why?** | | |
|  | | |
| **2. What, in your opinion, could be improved or developed? How?** | | |
|  | | |
| **3. Please comment on areas in which the LTDP participant invited feedback** *(see Section 2 of Part 1)* | | |
|  | | |
| **4. Any other comments or suggestions** | | |
|  | | |

**FoNS-LTDP**

**Teaching Observation Form**

**PART 3 – LTDP Participant’s Plan of Action Resulting from Being Observed**

|  |  |
| --- | --- |
| **Name of LTDP Participant:** |  |
| **Date of Session:** |  |
| **Course / Module Code:** |  |
| **Type of Session:** |  |
| **Topic and Year:** |  |

|  |  |  |
| --- | --- | --- |
| **1. What did you feel were the most important points to emerge from the observation?** | | |
|  | | |
| **2. What changes will you make as a result of the observation to this particular session?** | | |
|  | | |
| **3. What changes will you make as a result of the observation to your teaching more generally?** | | |
|  | | |
| **4. Any other comments, ideas or suggestions**  *(e.g. on teaching resources, administration, comments specific to your own observed session)* | | |
|  | | |
| **Names of Observers:** |  |  |
| **Signatures of Observers:** |  |  |
| **Signature of LTDP participant:** |  | |