

**Summative Report Form
Peer Review Classroom Observation
Department of Applied Design**

Faculty Member Review _____

Reviewers (2 required) _____

Course number & section _____

Date & Time of observation _____

Date & time of post-observation meeting _____

Summary Rating:

_____ Satisfactory

_____ Teacher professional development recommended

Teaching Improvement Task – All Faculty under review complete this section; the improvement task is to be determined in consultation with the peer reviewers during the post-observation meeting.

1. Description of improvement task:

2. Strategy for accomplishing task:

Signatures:

I have reviewed and discussed this report with the peer review team:

_____ Date _____

Faculty Member Reviewed

_____ Date _____

Reviewer

_____ Date _____

Reviewer

(This form must be turned in to the Department Chairperson within one week of your post-observation meeting with reviewers. Maintain a copy for your records.)

CLASSROOM OBSERVATION—FORMATIVE REPORT

Faculty Member Reviewed _____ Reviewer _____ Date: _____

Course Management—Review of Materials	Comments:
Syllabus	
Satisfactory Unsatisfactory NA	
Course Objectives	
Satisfactory Unsatisfactory NA	
Policies/Expectations	
Satisfactory Unsatisfactory NA	
Evaluations	
Satisfactory Unsatisfactory NA	
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Instructional Delivery Skill—Observed Class	Comments:
Speaker: volume, pacing, tone	
Satisfactory Unsatisfactory NA	
Enthusiasm/Motivational Skills	
Satisfactory Unsatisfactory NA	
Visual Aids/Instructional Aids	
Satisfactory Unsatisfactory NA	
Activities	
Satisfactory Unsatisfactory NA	
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Student Interaction Skill—Observed Class	Comments:
Treatment of students: respectful, responsive	
Satisfactory Unsatisfactory NA	
Involvement of students	
Satisfactory Unsatisfactory NA	
Checks for Understanding: questioning, discussion	
Satisfactory Unsatisfactory NA	
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Content Expertise—Observed Class	Comments:
Relevant & Current	
Satisfactory Unsatisfactory NA	
Accurate	
Satisfactory Unsatisfactory NA	
Age-appropriate Level	
Satisfactory Unsatisfactory NA	

Each reviewer should fill out a copy of this form during the classroom observation. The comments should be discussed in a post-observation meeting between the faculty member and both reviewers, and then given to the faculty member reviewed.