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| **Coventry University (DEC 2022)**Management Led Teaching Observation FormDESIGNED FOR FACE TO FACE or Synchronous DELIVERY | university_logo |

 **Part 1 – (to be completed by Tutor/lecturer before the observation)**

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| **Tutor/Lecturer’s Name** | **Faculty/School/Dept.** | **Course Title*** Module Title
* Level
 | **Year** |
| **Observation Date** | **Observer’s Name** | **Session Type** *(e.g. lecture, seminar, tutorial, practical demo, other, etc.)* |
| **Reflection on previous observations** *(your reflections on your previous observation)* |
| **Session Purpose and Aims** *(a brief outline of the purpose of the session being observed and the student profile)* |
| **Session Learning Outcomes –** *(indication of what the lecturer expects the learner to be able to do by the end of the session i.e. knowledge, skills, understanding, etc.)* |
| **Observation Focus** – (*what aspects of your teaching would you like the observer to focus on and provide feedback?)*  |

 **Part 2 – (observer to complete and to discuss with lecturer)**

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|  | *Please underscore as appropriate* |  |
|  Preparation, planning and organisation | Excellent | Good | Satisfactory | Poor | n/a |  |
|  Resources (appropriate for online delivery) | Excellent | Good | Satisfactory | Poor | n/a |  |
|  Technology (choice of platform and or technology appropriate for student group and content delivery) | Excellent | Good | Satisfactory | Poor | n/a |  |
|  Session aims/objectives/outcomes | Excellent | Good | Satisfactory | Poor | n/a |  |
|  Teaching methods and approaches employed | Excellent | Good | Satisfactory | Poor | n/a |  |
|  Quality of the teaching/learning materials | Excellent | Good | Satisfactory | Poor | n/a |  |
|  Learner engagement, participation and interaction | Excellent | Good | Satisfactory | Poor | n/a |  |
|  Delivery (style, pace, audibility, classroom presence/online presence) | Excellent | Good | Satisfactory | Poor | n/a |  |
|  Management of the learning experience (student integration and classroom management) | Excellent | Good | Satisfactory | Poor | n/a |  |
|  Delivery adapted to student group | Excellent | Good | Satisfactory | Poor | n/a |  |
|  Checking that learning is taking place | Excellent | Good | Satisfactory | Poor | n/a |  |
|  Evidence of inspirational/passionate classroom/online delivery | Excellent | Good | Satisfactory | Poor | n/a |  |
| *Please refer to the following page(s) for comments on the observation* |  |

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| **General feedback -** *consider aspects such as appropriateness of level, is the content up-to-date, accurate use of examples, research-informed, lecturers' subject knowledge, etc.* |
| **Strengths *-*** *identification of strengths and best practice, e.g. internationalisation, use of technology to enhance teaching, innovative practice, etc.* |

 **Part 3 – (Outcome) (Especially important if applying for Professional Accreditation with Advance HE)**

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| **Action Plan - covering suggested areas for development to be addressed before the next Management Led teaching observation -** (this should be jointly discussed and agreed by the observer and lecturer) |
| **Critical evaluation of the observation covering key aspects** (this should be completed by the Tutor/lecturer) |
| Teacher/ Lecturer’s Signature: DateObserver’s Signature Date |

 **Part 4 – (Observer to complete and to discuss with lecturer as necessary)**

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| **Institutional Feedback for Action**1. quality of the equipment/platform provided for on-line teaching
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| 1. Opportunity identified to generate session for Academic Professional Development (i.e. best practice to share)
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