

CELT Peer Observation Process

As a part of the mentoring program, CELT offers peer observations. The purpose of the peer observation is to provide feedback to mentees about their teaching and learning practices and orient them to the classroom evaluation process at Middlesex County College. Observations may be conducted by a department or CELT mentor.

Pre-Observation Meeting

- Review Purpose of Observation: Supportive with a Focus on Improving Teaching and Learning
- Review Confidentiality of Observation: Only shared with mentee not administration
- Mentee should provide a copy of the syllabus
- Discuss the class that will be observed
 - How is the class going? What is working? What are some of the challenges?
 - What is the goal for that class?
 - How are you planning to achieve that goal? What learning activities will be used?
 - What do students need to do to prepare?
 - What activities will students need to do after class to support their learning of the content?
 - What specifically would you like me to focus on in terms of feedback?
- Share the observation format
- Discuss logistics- date, time and location; how your presence will be handled

The Observation

- Take detailed notes so you will later be able to provide feedback that is specific in nature

Post-Observation Meeting

- Self-Reflection: How do you think it went? What were your strengths? What challenges did you encounter?
- When writing and reviewing the observation report, provide constructive feedback that is:
 - Specific and focused on observable behaviors
 - A balance of strengths and areas to work on
 - Focused on most important areas, especially areas identified in the pre-observation meeting
 - Constructive with concrete examples of how the lesson could be improved
 - Timely