

IVC Peer Observation Form

Form C3, modified for IVC Peer Observation Stipend

Once each semester, IVC faculty members will be eligible to receive a \$50 stipend to: 1) contact another IVC faculty peer ([sign-up list here](#)) and get permission to observe an IVC class session, 2) observe the peer's IVC class on the agreed-upon date (or view 1-2 class recordings), 3) complete this observation form, providing relevant praise and useful feedback, and 4) offer to discuss the class session and feedback form with the observed faculty member. Afterwards, the completed form should be sent to: 1) Mike.Daniels@snow.edu for payment, and 2) the observed faculty member for their records. Though not required, observed faculty may include the observation form in their dossier if they choose; otherwise, this observation cannot be used for A&T faculty performance reviews. (To avoid "double dipping," this observation should NOT be part of an annual review, an FET review, a UQI teaching triangle, or any other review or observation.)

Additionally, to incentivize faculty to be observed and encourage them to share their best teaching practices with colleagues, each IVC faculty member will also be eligible for a \$25 stipend to be observed and meet afterwards with the observer for at least 15 minutes to discuss the class and share IVC teaching practices (see the "Follow-Up Discussion Held" checkbox below). This \$25 stipend can be earned twice each semester.

Observed Faculty Name (and Badger ID)	Reviewer (Your) Name (and Badger ID)	Date

Follow-Up Discussion Held:

(Check this box if you met with the observed faculty member to discuss the class for 15+ minutes.)

1.Outcomes for this specific class are clear and aligned with the outcomes for the entire course; outcomes for this specific class are met	Impressions	
<i>Evidence that the criteria is met:</i>		Exceeds Expectations
<i>Comments:</i>		Meets Expectations
		Needs Improvement

2.The students present are engaged and the atmosphere is one of mutual respect appropriate for a college-level class	Impressions	
<i>Evidence that the criteria is met:</i>		Exceeds Expectations
<i>Comments:</i>		Meets Expectations
		Needs Improvement

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3.The class was well planned and presented		Impressions
<i>Evidence that the criteria is met:</i>		Exceeds Expectations
<i>Comments:</i>		Meets Expectations
		Needs Improvement

4.The instructor communicates with students clearly and effectively at each IVC location (addressing individual site questions, presenting material, meeting outcomes)		Impressions
<i>Evidence that the criteria is met:</i>		Exceeds Expectations
<i>Comments:</i>		Meets Expectations
		Needs Improvement

5. The instructor uses technology (SMART board, Cisco Webex, Canvas, document camera, or other such technology) in a way that is beneficial to class presentation		Impressions
<i>Evidence that the criteria is met:</i>		Exceeds Expectations
<i>Comments:</i>		Meets Expectations
		Needs Improvement

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6. Based upon your observation, the instructor has specific strengths in the area of:

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7. What did you observe that you have questions about?

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8. Based upon your observation, what suggestions do you make to the instructor and why?

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9. Additional comments, recommendations, and overall impressions:

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