

Your task is to observe the class of one of your peer Teaching Assistants, provide them feedback, and reflect on how you can improve your own teaching.

1. At a pre-arranged time, observe their teaching of one class.
2. Preferably immediately afterward, discuss your observations with them.
3. Submit (paper or .pdf email) a written report of approximately two pages to me and give a copy to them. Be sure to include their name, your name, and which class you visited and when. Below are some questions and topics to consider in your report.

Logistics:

- Arrived early?
- Efficiently handled logistics (such as returning papers)?
- Managed time effectively?

Content and Organization:

- Motivated why they are talking about this topic?
- Focused on the main ideas?
- Demonstrated knowledge and understanding of the topic?
- Organized the content logically and effectively?
- Taught at an appropriate level for the audience?
- Covered an appropriate amount of content?
- Chose appropriate examples?
- Explained well?

Delivery:

- Conveyed enthusiasm in the topic?
- Connected with the audience (via eye contact, gestures, ...)?
- Used medium (slides, chalkboard) effectively?
- Spoke clearly?
- Handled questions well?

Summary Comments and Recommendations:

- What things should they try to improve?
- What things did they do better than you that you could emulate?