

Procedure for class observation by another KU Libraries staff member

A. When you decide which session you would like another library staff member observe, schedule it immediately with that person to insure his/her availability.

B. Make an appointment with the observer before the session that is to be observed to help prepare for the session and to provide the observer with any necessary background on the session.

C. As soon as possible after the instruction session, write a one-page statement describing your impression of the class session with the following questions in mind. The questions below are intended to help you assess the effectiveness of your presentation. You do not need to answer all these questions in your statement. They are meant to help give structure to your conversation with you observer.

1 What was I trying to accomplish in this session? Did I accomplish everything I intended? (Did I cover all points of my outline?)

2 To what extent was the presentation effective for the material presented? To what extent was the presentation effective for the audience?

3 Did I have clear communication with the faculty member? Did I do a follow-up assessment with the faculty member?

4. How did the session involve students actively in the learning process?

5. How did I emphasize the students' perspective of the research process, rather than describing how the library works?

6. Was my questioning technique effective? (Did I use open-ended questions? Allow students time to respond? Build on students' answers?)

7. In answering questions, to what extent did I stay on the point, keeping the answer brief, and follow up to make sure the student understood the answer?

8 Did I prepare and organize the session in a way that met the objectives of the assignment? (Did I use examples that were related to the class assignment, of interest to students, and free of library jargon?)

9. What was the best aspect of the presentation?

10. What is one aspect of my performance that I would like to improve?

D. Make an appointment with the observer for no more than one week after the date of the observed session to discuss comments, questions and goals.

E. Prior to meeting with you, the observer will fill out the teaching observation sheet based on the instruction session.

F. You and the observer should exchange the teaching observation sheet and your one-page statement no less than three days prior to your meeting.

G. During the meeting to review the session, you may wish to set a goal for yourself for improving your instruction performance over the coming year. This goal should be communicated to your supervisor. (This goal could be added to your instructional goals and communicated to your supervisor.)

H. If you choose, a copy of your written self-evaluation, the observer's comments, and the goals statement will be given to your supervisor as support documentation for the instruction portion of your Annual Evaluation. If you choose not to submit a copy to your supervisor, you should mention in your annual evaluation that you took part in this assessment activity.