

5. Will this class be typical of your teaching style? If not, why?

6. What would you like for me to focus on during the observation (e.g., student engagement)?

7. Is there anything else I should be aware of prior to the observation?

Observation Worksheet

Librarian being observed: _____

Librarian observing: _____

Class: _____

Date: _____

Notes / was this area effective, how can you tell / things to consider or questions

Take notes in the following areas:

Area(s) of focus from pre-observation worksheet (fill in: _____)

How well does the content match the goals from the pre-observation worksheet?

How are the goals of the class communicated to the students?

Are the teaching/learning activities appropriate to the content and the audience?

What do you observe about student engagement?

How does the librarian handle questions? Unexpected moments or issues?

How does the librarian check in with students throughout the class?

Name the most effective aspect of this class, and why.

Name one thing you think the librarian could improve, and how.

Overall comments:

Post-Observation Meeting Guide

- Share perceptions of how well the goals and learning outcomes were met.
- What went well? What didn't go as well?
- Discuss the areas of focus. Identify successes and what might be changed or done differently next time.
- Did the presenter's style match the format? And, was the format was a good choice for the type of content or activity of the session? i.e. "Was a hands-on training the best way to teach this audience about citations?"
- What each of you learned about your own teaching?
- Discuss any new issues that arose during the session.