

Instructor: Hayley Blackburn Observer: Emily Johnson

Class and Date observed: Wednesday, April 3, 2019

Observation Checklist

Scale: 1 =Very Poor; needs serious substantial improvement 3= Good;
needs a fair amount of improvement
5 = Excellent; needs little improvement

Content and Delivery	1	2	3	4	5	N/A	Comments
Appropriate use of time (begins/ends on time)					5		
Provides overview of topic/daily goals					5		
Appropriate level (depth & breadth)					5		
Clarity (prepared/explains jargon)					5		
Relevance (stays on topic)					5		
Knowledgeable & answers questions well					5		Very knowledgeable. Questions did not arise during your lecture.
Logical flow (organized & effective transitions)					5		
Pace of presentation/speaking				4.5			At times, your speaking was a bit fast-paced. This did not necessarily 'hinder' your lecture, but I recommend trying to implement strategies that can help you to slow your pace (e.g., ask students questions and allow yourself to pause). Easier said than done!
Poses appropriate & clear questions				4.5			I encourage you to ask a few more questions during your lecture. This would help you to slow your speaking pace (i.e., it will give you a second to 'breath') and also increase engagement.
Repeats students' questions/comments					5		Yes, you do a great job providing positive reinforcement when students participate.
Uses of relevant examples					5		Yes, great examples included throughout your lecture.
PowerPoint (avoids reading off screen)					5		
PowerPoint (grammar & spelling)					5		
PowerPoint (font size & visual clarity)					5		Excellent!
Use of demonstration/links to concepts					5		
Use of active learning techniques					5		Active learning is demonstrated through the lecture activity you assigned. If you want to bring more of this into the lecture itself, I suggest infusing your talk with a few more thought-provoking questions. *I realize it can be harder to do this depending on the topic.
Handouts (useful in understanding topic)						N/A	
Provides conclusion/take home message					5		Yes – very strong takeaway message.
Physical & Social Presence	1	2	3	4	5	N/A	Comments
Makes eye contact with students					5		
Facial expression					5		Great – you smile a lot and make it clear that you are passionate and enthusiastic about the topic(s).
Movement about room					5		
Posture					5		
Professional attire					5		
Uses appropriate hand gestures					5		
Voice—audible					5		
Voice—variation in inflection & tone					5		
Composure/confidence					5		
Reinforces student participation					5		
Has rapport with students					5		
Engaging (interesting and informative)					5		
Demonstrates enthusiasm					5		
Demonstrates respect for students					5		
Uses of student names					5		

Addison, W. E., & Stowell, J. R. (2012). Conducting research on student evaluations of teaching. In M. E. Kite (Ed.), *Effective evaluation of teaching: A guide for faculty and administrators*. Retrieved from the Society for the Teaching of Psychology web site: <http://teachpsych.org/ebooks/evals2012/index.php>

-Additional comments on back-

Overall impressions and comments

What worked well?

- Nice introduction to explain the rationale and significance of your topic
- Slides are effective – I liked your visual representation of the licensing agreement
 - The example of the licensing agreement and insurance policy
 - I like how you looped back to what students should pay attention to the most in using the insurance policy page
- Communication Contract slides:
 - You did a great job explaining the various types of contracts
 - Liked the tie-in to the ‘Shut Your Damn Mouth’ giphy!
- I liked the examples you intertwined throughout your discussion. One suggestion would be to spend a little time talking about the language and design featured in these types of technical documents.
 - This could have been an interesting critique to blend into your lecture.
- Getting (or not getting) the job slides:
 - This was great. I liked how you talked about the job search process and how it can take a long time. Encouraging students to apply for jobs early was helpful.
 - I liked your explanation about why it’s important to make sure conditions are in writing in the offer letter.
 - Performance Evaluations – this was great. Visual example was good and your discussion around this was well done. I like how you looped back to the ‘weaknesses’ discussion from Rusty’s lecture.
- Salary Negotiation – wonderful lead-in to this topic! Also, great giphys on your slide.
 - I like how you broke this down into steps **AND** included the ‘Tools to get you started.’
 - I really liked Step #2 and the focus on being concrete – knowing your value and how you would be valuable to the company.
 - LOVED the keep track of your accomplishments slide – this is such a good idea.
 - I liked your closing – the message you gave about being sure to back up your skills / track your progress was strong and the ‘things to take away from this talk’ was solid!
- **Lecture Point Activity:** I reviewed the assignment you posted on Canvas and thought it was well done. I think the writing prompt you assigned is highly relevant and also connects to the portion of the Personal Brand Strategy where they were asked to talk about their plans for ‘self-analysis/measurement.’ I like your focus on encouraging students to track their progress (which you back with strong examples of why it is important/how it can come into play [e.g., Preston’s promotion example]).

What could be improved?

- This is not necessarily a ‘negative,’ but I do think your lecture could have been enhanced by creating more dialogue with the class. You did this with the performance evaluation topic, but I think it could have strengthened some of the earlier topics by generating some discussion with the students.
- One other small suggestion is to blend in some examination or critique of the language and design featured in the technical documents you reviewed.

Overall, great job!