

## Peer Observation:

### You provide feedback on a course taught by a colleague <sup>1</sup>

The peer observation is intended to stimulate you to sharpen your view of teaching, to think about different teaching formats and teaching personalities, and to reflect on how these affect learners. One observation earns four work units toward the certificate.

## Procedure

1. **Find a colleague** (preferably a colleague you have met in one of our courses; faculty and chair do not matter).  
Your colleague does not enter into any obligations. The important thing is that he or she agrees to have you sit in on the course and give him or her feedback. The type of course attended is up to you. If possible, clarify with your colleague whether you should observe certain aspects (see below) during the event.

2. **Give feedback to the colleague (approx. 45 minutes).**

In the appendix you will find a guide summarizing important aspects that you can take into account to help you.

### Procedure of the feedback round

- a) Clarify organizational/content issues (target group, learning objectives, etc.)
- b) Ask for the colleague's self-assessment (What does s/he expect from the peer observation? How did the event go in general, what was good, what went less well, what was unexpected? What would s/he like to do differently next time? What potential for development does s/he see?)
- c) Provide feedback on the event

**Important:** Both sides should adhere to the feedback rules during the conversation.

## The most important feedback rules at a glance

| For the feedback giver  | For the feedback receiver   |
|---|---|
| ✓ Highlight positive points, as well as provide constructive criticism! | ✓ Just listen!  |
| ✓ Formulate concrete suggestions, no blanket statements!                | ✓ After that, decide for yourself what you want to accept and what not. |
| ✓ Describe your subjective perception in first-person messages!         | ✓ Do not justify!   |
| ✓ Describe, do not interpret and do not evaluate!                       | ✓ Substantive questions are allowed.                                    |

3. **Draw a conclusion**

Reflect briefly on the feedback: How did the conversation go? Were you both able to benefit from the conversation?

4. **Document the collegial observation**

Hand in the feedback form to us (by mail, post or in person) or summarize the points that are most important to you in a short informal report (about 1-2 pages). Please send it to ProLehre ([prolehre@prolehre.tum.de](mailto:prolehre@prolehre.tum.de)) or to the respective faculty contact person (see Faculty Services on [www.prolehre.tu-muenchen.de](http://www.prolehre.tu-muenchen.de)) and the colleague with whom you did the observation.

<sup>1</sup> For easier readability, only the masculine form of address is used. Of course, both target groups are always addressed.

**Guide for your feedback meeting**

Hospitant/Visitor: .....  
Date: ..... Presenter(s): .....  
Time/Duration: ..... Course type: .....  
Mandatory/Elective/Elective Module: ..... Number of students: .....  
Faculty: ..... Institute/chair .....  
Event: .....

**My first impression**

.....  
.....

**Part 1: Instructor**

**Language** (choice of words, clear and understandable, speech patterns, sentence structure, empty phrases, filler words, phrases, adapted to target groups, etc.)

.....  
.....  
.....  
.....  
.....  
.....

**Voice** (articulation, volume, voice modulation, tempo, pauses in speech, breathing technique)

.....  
.....  
.....  
.....  
.....  
.....  
.....

---

---

---

---

---

---

---

---

---

---

**Introduction to the event** (overview, introduction to the topic, relevance of the topic, arousing interest)

[illegible]

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.[illegible]

**Learning objectives/learning outcomes** (Were the learning objectives/learning outcomes of the event recognizable? Were the learning objectives/learning outcomes of the event explicitly formulated at the beginning?)

---

---

---

---

**Use of media/methods**

What media were used for illustration (e.g., video, board, PPT, overhead, audio, posters, models) and were they appropriate for clarifying the content? What other possibilities could there be?

---

---

---

---

---

Which teaching methods were used to convey the content (e.g. lecture, group work, discussion, case study, role play)? Were these methods appropriate to clarify the content? What other options would there be?

---

---

---

---

---

**Conclusion** (checking the achievement of learning objectives/outcomes, summary, appeal, outlook, quiz or similar, farewell, time management)

---

---

---

---

---

---

### **Part 3: Conclusion**

How did I experience the learning atmosphere? What did I particularly like about it? What do I think the instructor should definitely keep? What would I change? How and why?

---

---

---

---

---

---

---

---

What is the most important point that the instructor "takes away" from the feedback session and wants to implement at the next event?

---

---

---

---

Are there still open points/questions?

---

---

---

---