

TUTOR OBSERVATION FORM

Observer:

Observer Signature:

Block/Theme:

Tutor:

Time/Date:

Place:

Tutor:

Instructions: Note specific tutor facilitation behaviours on this form. The check boxes are a device to help identify these behaviours, they are **not** an 'accounting' list. Some items may not be applicable or important in every tutorial. The notes are a basis for your feedback to the tutor after the observation.

Ensures safe environment & encourages critical thought:

- Is courteous and considerate.
- Helps students establish and adhere to ground rules.
- Models nonjudgmental and constructive communication and behaviour.
- Encourages critical thought by use of open-ended questions.
- Encourages critical evaluation of evidence to support hypotheses.

Notes of specific behaviours/incidents

Promotes active & responsible communication:

- Helps students recognize when they need additional external information.
- Encourages students to be accountable for the accuracy of information presented in tutorials.
- Encourages students to check their understanding of terms and concepts used in tutorial discussion.
- Helps students refine learning issues.
- Guides students to resources when appropriate.
- Encourages use of the board for diagrams and charts.

Facilitates team work:

- Is not overly directive.
- Helps students learn from their mistakes.
- Helps students identify and deal with problems in tutorial functioning.
- Encourages participation by all group members.
- Promotes evaluation by providing and inviting constructive feedback.
- Keeps group activity flowing; helps with time management.

Context: Atypical features of group, case or environment that help or hinder the tutor:

Comments: Overall impressions and salient observations:

The following items should be discussed in the post-tutorial conference with the tutor.

Strengths:

Suggestions and goals for improvement or follow up:

This observation is for:

- New tutor
- Experienced tutor for promotion and tenure

Tutor:

- Meets or exceeds expectations
- Repeat observation suggested

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Instructions: Check the appropriate box(es) and add notes as suggested below.

This form is confidential and only available for the purposes of: keeping a record of tutors who have been observed and by whom, identifying tutors who may be candidates to contribute to 'the cause' of faculty development and 'teachers helping teachers', and ensuring that if follow up has been requested that it happens.

Tutor meets or exceeds expectations Tutor potential for faculty development activity Follow up is requested

Notes: These may include particular strengths, involvement, interests of the tutor; or particular concerns with which they would like help; or some detail of the follow up suggested e.g., another observation, consultation with a 'tutor helper', feed-forward about the group or students. Please indicate the agreed arrangements (what, why, who, when) that have been made if follow up is requested.