Post-Observation Reflection Form

This form is designed for three purposes: to help contextualize the class session observed for those reading the portfolio; to demonstrate the tenure track faculty member’s ability to self-assess, reflect, and integrate feedback; and to strengthen the impact of formative feedback received in order to improve instruction.

**Part 1** should be completed immediately following the observed class (ideally within 24 hours). If your observer has scheduled a post-observation discussion with you, you may want to bring a completed copy of Part 1 to that meeting. Part 1 may be modified and expanded upon after receiving formal feedback from the observer. **Part 2** should be completed only after receiving formal feedback from the observer. This form must be completed and included in the portfolio for each formal observation. Each section should be answered in roughly one paragraph.

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| Instructor’s Name |  | Class and Section Observed |  |
| Observer’s Name |  | Date of Observation | **Click here to enter a date.** |
| Relation of Observer to Instructor |  | Number of Students Enrolled |  |
| College | **Choose an item.** | Date Formal Feedback Received |  |

**Part 1**

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| Instructor’s Description of Class Session Observed |
| Summarize the class session observed. Be sure to include the following in your summary: the intended purpose of the class session, the connection of the session’s purpose to the course student learning outcomes, the lesson organization including the instructional techniques used. Include any other information that will help to situate this class session in the context of the course. |

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| Instructor’s Assessment of the Class Session |
| Assess the class session, considering the success of the class session in achieving its intended purpose. Reflect on both what you felt went well and what you felt could have gone better. (For ideas of what to address, you may want to consider the categories and specific bullets provided on the formal classroom observation form.) |

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| Instructor’s Selected Focus (Optional) |
| What areas are you currently focusing on improving in your instruction, and how would you assess yourself on these areas based on this class session? |

**Part 2**

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| Instructor’s Response to Formal Feedback Received |
| After receiving the formal classroom observation feedback, respond briefly to the feedback offered. Consider in particular any surprises from the feedback or places where your perception differed significantly from the observer’s. You are encouraged but not required to answer any questions the observer may have included in the observation feedback. |

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| Instructor’s Identified Next Steps (Optional) |
| Considering both the suggestions of the observer as well as your own ideas, describe any actions you plan to take to improve your instruction in this course. |

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: **Click here to enter a date.**