OUTSTANDING GRADUATE INSTRUCTOR OF RECORD
AWARD OBSERVATION FORM

Graduate students serving as the Instructor of Record for Rice courses in the Fall of 2017, Spring of 2018, or Summer of 2018 will be eligible to apply for an Outstanding Graduate Instructor of Record Award in the Fall of 2018. Those who are selected as finalists will be asked to submit both a teaching portfolio and an observation letter from a faculty member teaching within their program. To facilitate this process, we have created the form below. If the student you observe is selected as a finalist, we ask that you send a completed version of this form to ania.kowalik@rice.edu by February 1st, 2019. All submissions will be kept confidential unless you indicate an alternative preference below.

Observer Information

First Name: ___________________________   Home Department: ___________________________
Last Name: ___________________________   NetID E-mail: ___________________________

Applicant Information

First Name: ___________________________   Degree Program: ___________________________
Last Name: ___________________________

Course Information

Course Title: ___________________________
Course Code: ___________________________
Semester: ___________________________
Date: ___________________________
Feedback

Please provide short answers to the questions below OR attach a comprehensive letter at the end of this form. If you choose to submit via text, you can print/save your responses from the report page you will be taken to upon submission. Prompts are adapted from Chism, N.V.N. (2007). *Peer Review of Teaching: A Sourcebook*. Bolton, MA: Anker.

1. **Teacher-student rapport**

Comment on the interaction in class, the extent to which the teacher welcomed and appreciated student discussion, the teacher’s openness to class suggestions, and his or her interpersonal skills.

2. **Clarity**

Comment on the extent to which the teacher used examples, was clear with explanations or answers to student questions, and defined new terms or concepts.

3. **Teacher organization**

Comment on the extent to which the teacher made the class plan explicit, followed the plan, had the materials needed for the class, and showed evidence of having prepared the content.
4. Instructional Strategies

Describe the instructional strategies employed (lecture, active learning, group work, discussion, etc.) and comment on the extent to which they were appropriately aligned to the goals of the course and likely to foster significant student learning.

5. Content knowledge

Comment on the importance, currency, and accuracy of the content presented by the instructor.

6. Additional Comments

Please share any additional information about the instructor or the course.

Confidentiality

Should we keep your feedback confidential or share it with the student?

- Keep confidential
- Share with student