**SI Program Peer Observation Sheet**

***REMEMBER: After your observation, start by asking the Peer Educator how they think the session went.***

***Give them a chance to reflect and comment first.***

**Step 1: Session Information**

Observer’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Course/Section: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Peer Educator’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time of Session: \_\_\_\_\_\_ - \_\_\_\_\_\_ # of Students @ Session: \_\_\_\_\_\_

**Step 2: Observations**

**I. Use this section if there *WERE* attendees at the session**

1) Did the Peer Educator seem prepared? **Yes\_\_\_ No\_\_\_** For an SI session, was there an agenda? What was it?

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2) *(For SI sessions)* Did the Peer Educator intentionally “Open” the session somehow? *(Explaining the agenda does NOT count. “Opening” refers to some kind of getting-to-know-you or content-related warm-up.)*

**Yes\_\_\_ No\_\_\_** If so, how? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3) *(For either)* Did they use any “Strategies” *(i.e. from SI Strategy Cards or other)*? **Yes\_\_\_ No\_\_\_** If so, which ones? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4a) Did the Peer Educator keep track of time well? **Yes\_\_\_ No\_\_\_**

4b) Did they leave time to “Close” the session somehow *(applicable for sessions)*? *(Announcing upcoming exams and homework is NOT sufficient. “Closing” should involve students summarizing or recapping points from the session somehow.)* **Yes\_\_\_ No\_\_\_** If so, how? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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5) Did the Peer Educator use any group “Collaborative Learning Techniques?” **Yes\_\_\_ No\_\_\_** If so, which ones?

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6) *(For Embedded Tutors)* Which of these techniques did the ET use while tutoring a student?

\_\_\_\_\_ Positive reinforcement \_\_\_\_\_ Active listening

\_\_\_\_\_ Invite the student’s own ideas \_\_\_\_\_ Encourage student verbalization

\_\_\_\_\_ Encourage student as Independent Learner \_\_\_\_\_ Remained interested and attentive to student(s)

**The 3 Essential Elements of SI**

7) Did the PE “Redirect Questions” back to the students on multiple occasions? **Yes\_\_\_ No\_\_\_**

8) Did the PE make effective use of “Wait Time?” **Yes\_\_\_ No\_\_\_**

Did they use the “Second Wait Time” *(waiting again after the first student response)*? **Yes\_\_\_ No\_\_\_**

9) How effectively did the Peer Educator “Check for Understanding”? Briefly explain.

**\_\_\_\_\_ Not effectively \_\_\_\_\_Somewhat effectively \_\_\_\_\_ Highly effectively**

How so? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Please answer the following questions thoughtfully.***

10) What did the Peer Educator do well in their session?

11) What might the Peer Educator improve upon? *(Remember: Constructive Criticism)*

12) Was there something you especially liked and want to try in your own sessions?

\* \* \* \* \* \* \* \* \* \* \* \* \* \* \*

**I. Use this section if there were *NO* attendees at the session**

1) What are students struggling with the most and what was your plan for today? *(Observer: Ask to see the planning worksheet and any other notes)*

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2) *(For SI sessions, not tutor sessions)* What kind of Opening” and “Closing” did you plan to use for this session? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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3) *(SI sessions)* Which group “Collaborative Learning Techniques” did you plan to use, if any? Why?

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4) What “Strategies” *(e.g. SI Strategy Cards or other)* did you plan to use, if any? Why?

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5) What things have you done to try to promote attendance in your sessions? Do you need to try something new going forward? *(Observer: Can you offer any suggestions to help this PE improve attendance?)*

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6) What skills do you hope to gain personally from being a Peer Educator? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7) How do you think you can best help students to succeed in this course this semester?

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**Step 3: Verification from the Peer Educator who was observed**

Peer Educator’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*By signing and dating this, you are verifying that (1) the number of students attendees as recorded above is correct and (2) that your observer was present for the full 50 minutes of your session.