

TOP Observation Form – UCSF Academy of Medical Educators

Lecture/Seminar

NAME: _____ OBSERVER: _____

TOPIC: _____

FOCUS OF OBSERVATION (discuss w/ mentee in advance): _____

INTRODUCTION	OBSERVATIONS
1. Introduced topic, stated objectives, offered preview.	
2. Gained attention and motivated learning.	
3. Established climate for learning and for participation.	

BODY OF LECTURE	OBSERVATIONS
1. Presented 3 – 5 main points in clear and organized fashion.	
2. Provided supporting materials, examples, and summaries.	
3. Content level	
4. Effectively used visuals, handouts, and/or demonstrations. Include AV problems (if any), effective use of slides (set stage for each slide, focused audience on important parts of slides), use of pointer.	
5. Varied presentations (Used blackboard, slides, visuals).	
6. Transitions between topics.	

CONCLUSION	OBSERVATIONS
1. Summarized major principles, key points without introducing new materials.	
2. Provided closure or stimulated further thought.	

TEACHER DYNAMICS	OBSERVATIONS
1. Exhibited enthusiasm and stimulated interest in content.	
2. Used appropriate voice, gestures, movement, and eye contact. Avoidance of unconscious use of repeated words (eg "um", "ok").	
3. Encourage active participation.	
4. Used questions to stimulate thought and discussion. Response to questions (repeated or rephrased question, concise answer).	

DEBRIEF

1. ELICIT SELF-ASSESSMENT BY MENTEE FIRST.
2. SUMMARIZE YOUR ASSESSMENT OF MENTEE'S STRENGTHS AND YOUR RECOMMENDATIONS (KEEP IN MIND AREAS OF FOCUS).

STRENGTHS	RECOMMENDATIONS

3. ACTION PLAN (MENTEE TO COMPLETE)

1.

2.

3.

*Observation form courtesy of David Irby, PhD.