GEORGIA COLLEGE

GEORGIA'S PUBLIC LIBERAL ARTS UNIVERSITY

Center for Teaching and Learning

CENTER FOR TEACHING AND LEARNING MID-TERM COURSE FEEDBACK THROUGH PEER OBSERVATION AND GROUP INSTRUCTIONAL FEEDBACK TECHNIQUE (GIFT) DESCRIPTION AND REQUEST FORM

The Center for Teaching and Learning offers the Mid-term Course Feedback Program. As approved by the University Senate, CTL also administers a peer observation of teaching program. You may request a peer observation only, a group instructional feedback technique (GIFT) classroom visit only, or both. You can read a description of the peer observation program.

The peer observation, as is the case with the GIFT program, can provide you with confidential, formative feedback on your teaching. The results of the peer observation and GIFT discussions with your students will not be shared with the Center or with anyone else. If you elect to include the peer observation as part of your midterm feedback, your faculty peer will apply one of two observation protocols. You select which protocol your peer will apply. You can review the first protocol and the second protocol.

Once a facilitator is paired with you, they will meet with you about a week before the classroom visit *if you select the peer observation option.* The facilitator will discuss your goals for that specific class and review the protocol with you.

If you elect to have the GIFT classroom visit only, your faculty peer will come to your class approximately 30 minutes before the end of the period on the appointed date. You may briefly introduce the facilitator to your class and then leave.

If you select the peer observation with the GIFT visit, please plan to teach the class for the first 40 minutes or so for the observation and allow 20-30 minutes for the group facilitation.

A week or so after the classroom visit, the facilitator will make arrangements to meet with you to share the assessment findings orally and in writing. These findings are yours and yours alone; they will not be shared with anyone else. You may, if you wish, include them in your Individual Faculty Report.

Please submit the following form to ctl@gcsu.edu at least seven **(7)** days before the first date you are requesting to have a facilitator come to your class (see below). You may copy and paste it into the email body or attach as Word document.

Please contact Dr. Jim Berger at 478-445-2520 if you have any questions.

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MIDTERM ASSESSMENT REQUEST FORM

Name:

Department:

Phone:

E-mail:

Course to be evaluated (number and title):

Class meets: Mon ____ Tue ____ Wed ____ Thurs ____ Fri ____

Class start and end times:

Suggest two possible dates for the assessment (at least **7** days from application):

Date #1(1st preference):

Date #2 (2nd preference):

Class location (building and room number):

Number of students:

Data recording medium in the classroom (black board, white board, Smartboard, etc.):

Which peer assessment are you requesting?

_____ Peer observation only.

_____ GIFT-facilitated feedback only.

_____ Both the peer observation and the GIFT-facilitated feedback.

If you would like a specific facilitator, please identify him or her.

Please be sure to e-mail this form to the Center for Teaching and Learning at: ctl@gcsu.edu