

**Boston Reed College®
Policy and Procedure**

Class Observation Form

Purpose

The purpose of this P&P is to observe BRC instructors while teaching a BRC program and to insure that instructors act as professionals, use sound teaching techniques, and uphold the policies and procedures of BRC.

Intended Audience

This P&P is intended to be facilitated by Class Managers and the designated class observer. The results should be shared with the instructor and education partner.

Policy

During the instructor orientation process, all BRC faculty will be made aware of the following conditions which would precipitate a class observation:

- For new instructors, the class observation should occur around the third week of the program.
- Veteran BRC instructors will be observed while teaching once per instance of program taught, ideally.
- A student or education partner initiates a complaint about a BRC instructor.

The class observer should do the following:

- Observer must wear a BRC name badge.
- Identify themselves as a BRC representative upon entry to the classroom.
- Arrive 15 minutes prior to the start of class.
- Stay for the duration of the class if instructed to do so by the CM or supervisor.
- Fill out the Class Observation Form. (attached)
- Submit the Class Observation form to the CM.

The CM will:

- Review the Class Observation Form.
- Identify any observations that warrant counseling and report to CM Supervisor.
- Decide possible course of action with supervisor before sharing results with instructor.
- Share results with instructor and education partner.