

## Mutual Classroom Observation (Observer & Observee) and Peer Mentoring Project for 2022 Academic Year

Events	Schedule	Affairs to be completed (observer & observee)	Office of Academic Affairs
<b>Application for mutual observation</b>	<b>W9-10</b> From now on to Friday, April 22	Please find a partner from the participant list of EMI workshop held on April 8 to be your peer mentor. The peer mentor will serve as the observer of your EMI class and provide comments. If you are interested in participating in this project, i.e. practice to be a peer mentor and offer an EMI class for observation, please fill out an application form and submit it to the Teaching and Learning Development and Resources Center by April 22.	Forms and documents related to the project: 1. Application form for observation 2. Lesson plan template 3. Class observation form
<b>Implementation of class observation</b>	<b>W11-17</b> Monday, April 25 to Thursday, June 2	<ol style="list-style-type: none"> <li>1. The observee needs to submit his/her lesson plan to the observer 3 days before his/her class being observed. Please copy the Teaching and Learning Development and Resources Center to your email when you email your lesson to your observer.</li> <li>2. After the observation is done, the observer is suggested to submit his/ her comments on the observee's teaching by completing the class observation form and providing feedback to the observee's lesson plan within 3 days to the Teaching and Learning Development and Resources Center.</li> </ol>	<ol style="list-style-type: none"> <li>1. A specialist will be invited to review all the observers' comments collected and revise the wordings (if necessary) before the comments can be provided for each observee.</li> <li>2. After the suggestions or revisions are made, the Teaching and Learning Development and Resources Center will send the forms back to the observer for reference. Once confirmed, the observation form and lesson plan with comments will be sent by the observer him/herself to the observee. Meanwhile, the observer should send a copy to the Teaching and Learning Development and Resources Center for record keeping.</li> </ol>
<b>Finalized</b>	<b>W12-17</b>	The observer should email the revised observation form	

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<b>feedback</b>	Monday, May 2 to Friday, June 10	and lesson plan with comment to the observee.	
<b>Participation record update</b>	<b>W17</b> After June 6		When the processes mentioned above are completed, the Teaching and Learning Development and Resources Center will update the participation record and then you can check your status of “Peer Mentoring” (Senior Level) in the EMI Professional Development Program. If the observer’s class is observed by a peer mentor, the status of “Class Observation” (Junior Level) will also be updated. The updated records will be available on the website of NSYSU BEST Program ( <a href="http://best.tdc.nsysu.edu.tw/">http://best.tdc.nsysu.edu.tw/</a> ) for faculty members to check.