

SECTION A: PRE OBSERVATION (observee to complete)

Faculty: Information Services Directorate	School: University Library skills Team
Observee: Lee Fallin	Observer: Muhammad Khalid
Date and time of activity to be observed: Tuesday November 16th – 10 am (Khalid arriving for 11)	
Nature of activity to be observed (e.g. synchronous tutorial; asynchronous lecture etc): Seminar/workshop	
Name and number of module: Skills Team workshop programme	Number of students (expected / attended): 27 spaces – booking still open but currently at 15 – this will rise.
Activity Title: Advanced NVivo [On Campus]	
Learning outcomes for the activity. By the end of the workshop students should be able to:	
1 Question types - what types of question can you ask to get the best information	
2 Factors impacting a response - how the type of question can affect the response rate you get	
3 What do you want to find out - how to ask the right questions	
4 Considerations for design to aid analysis - thinking about how you will analyse your data	
5 Delivering a survey - factors involved, such as layout, length, testing	

For observee to complete:

I would find it helpful for you to focus and provide comment on the following areas:

I'm re-writing this session, so this will be my first time delivering this new content.

I'm keep to see if you think there is an appropriate balance between the taught and interactive elements. I also want to ensure my new content fully delivers the learning outcomes. This will include a new slide deck, so I am also hoping that these will prove to be effective visuals to help students learn survey design.

SECTION B: THE OBSERVATION (observer to complete)

	Observer's Comments
Comments on specific issues raised by the observee (above):	<p>New content:</p> <p>I think the overall content is very much upto the mark. I find it very interesting and interactive.</p> <p>I joined in the 2nd hour and still did not realise that I have missed an hour.</p> <p>Fulfilling the learning outcomes:</p> <p>The exercises in the slides were of different varieties and I feel they can covering all the learning outcome of this lecture properly.</p> <p>Interactive/Visuals:</p>

Observer's Comments	
	All the visuals were kind of self-explanatory. I don't think there is any modification needed.
Things I thought went well:	<p>Interaction with student:</p> <p>The lectures were very interactive and I like why you asked different daily life example to engage them.</p> <p>Exercise:</p> <p>The exercise of designing survey questions was a good exercise to fully involve the student. This prove to be a great activity for achieving learning outcomes.</p>
My suggestions for improvement would be:	Although the participants very low in number but if you have higher number, using some tools (like mentimeter) will be really helpful for this course.
Things I will take away from today:	

Observer's Comments	
Any other thoughts:	