

**A Peer Review Guide for Face-to-Face and Hybrid Teaching at Penn State**

Instructor Input Form

**Course Instructor:**

This document is intended to provide your reviewer with information about your course that will help them understand the course’s context and to find key course elements online (if any). Please complete this *Instructor Input Form* and share it with your assigned peer reviewer.

Be sure to grant your peer reviewer with permission to access to any online course materials.

**Instructor and Peer Reviewer Information**

1. Instructor’s name:
2. Peer reviewer’s name:
3. Date of review (month/year):

 **Basic Course Information**

1. Course name and number (e.g., EARTH 101):
2. Course title (e.g., Introduction to the Planet Earth):
3. Semester (or term) and year during which course was most recently offered (e.g., Spring 2009):
4. What is the relationship of this course to certificate or degree programs, if any (e.g., “This course is required for the M.S. in Workforce Education and Development program”):
5. Classroom location:
6. Class meeting time/day(s):
7. Class size:

**Course elements**

1. Where is the **course home page** located?
2. Where is the **course syllabus** located?
3. How do students get information about **assignment due dates and other deadlines?**
4. How would you describe the **general format** of this course (e.g., lecture, seminar, studio, field course)?
5. Where are **course materials** located, such as online lectures, assignment directions, etc.?
6. Does the course require any **supplementary materials** beyond what is provided at the sites listed above (e.g., textbook or software)? If yes, please describe.
7. Please describe the nature and purpose of the **communications between students and instructors** in this course.
8. Where do **discussions among students and instructors** take place? (e.g., in Canvas discussion forums, through Penn State email, in Piazza)
9. Please describe the nature and purpose of the **communications between students and instructors** in this course.
10. Where do **discussions among students and instructors** take place? (e.g., in the classroom, in Canvas discussion forums, through Penn State email, in Piazza)
11. Does the course require any **synchronous activities** (same time, same place)? If yes, please describe:
12. Does the course require any **face-to-face activities**?If yes, please describe:

**Additional instructional contexts**

1. Is there any additional information the reviewer should be aware of?
2. Which aspect(s) of your teaching would you be particularly interested in receiving feedback?
3. What constraints, areas of concern, and/or opportunities for improvement would you like your reviewer to know about?
4. Please identify other communications among students and instructors about which the reviewer should be aware but which are not available for observation.