**The Guideline for Observing of Teaching and Preparing Summary Reports**

**Faculty of Social Administration, Thammasat University**

1. The observing for teaching in SPD202 Social Change and Social Problems was intended for professors to learn about the content of the Bachelor of Arts curriculum major Social Policy and Development (International Program) as well as having the opportunity to study teaching methods and teaching techniques in order to prepare in other subjects
2. The teacher who was assigned to observe teaching in assigned subjects every time and full time. Just in case of cannot able to observe the teaching as specified above, please make a memorandum of leaving to the subject teacher with the reason and necessity and a copy to notify the Head of Department and the Associate Dean for Academic Affairs and Research.
3. An observer teacher must participate in teaching and actively exchange knowledge and experiences with the main instructors and students. The main professor may assign the observing teacher to give lectures or participate in the teaching process. This is the benefit of the learning for the teachers who observe teaching.
4. When the semester was finished, the instructors who observe teaching prepare a summarize report for the results of participation in observing teaching which have the detail as following :-
   1. The summary report included the number of times/number of hours spent on teaching observation and leave.
   2. The summary of the report should have consist of 3 parts 1) The conclusion from the observer teaching , not included teaching materials of the main instructor. 2) Summary/Reflection on learning, teaching approaches and teaching techniques by separating the issues and 3) The development plan of teaching observers in the future
   3. The observing teachers have to submit (draft) reports summarizing the results of participating in teaching observation. The main instructor give opinions/suggestions for further development. In case there is a proposal to improve/modify , please ask observing participants to make improvements/corrections.
   4. Submit 1 set of final complete report to the head of department
   5. The main instructor have to observe and submit the report direct to the head of department (using the teaching observation assessment form)
   6. The participation in observing teaching for assigned courses and having a complete summary report can be counted as workload according to the Thammasat University announcement on minimum workload for persons in academic position of Professor, Assistant professor, Associate Professor and a Professor at the Faculty of Administration announced on 22 August 2014

Academic Department/Department of Social Administration/Department of Community Development

January 3, 2018

**Assessment Form for Participation in Teaching Observation**

**Faculty of Social Administration Thammasat University**

**Subject code**.............................Subject name..................................................................Acedemic Semester.............................

**Name of main instructor** ......................................................................................................................................................

**Name of teaching observation** .............................................................................................................................................

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| --- | --- | --- | --- | --- | --- |
| **Assessments Issue** | **Excellent** | **Good** | **Moderate** | **Fair** | **Have to improve** |
| Punctuality |  |  |  |  |  |
| Intention and enthusiasm |  |  |  |  |  |
| Attend all teaching observations and full time |  |  |  |  |  |
| The participation of knowledge exchange and experiences |  |  |  |  |  |
| Do the summarize report of teaching observation |  |  |  |  |  |
| The responsible for assignment |  |  |  |  |  |
| Appropriate expressions according to the teacher's code of conduct and professional ethics |  |  |  |  |  |

**Remark**

**The suggestions for improvement**

(……………………………………………………………)

Main instructor

Date............/............../..............