**Sample Narrative Document**

Date:

Name:

Department:

Class(es) Observed:

Dates of Observations:

Names of Observer(s):

This document is a summary of observations conducted at South Dakota State University by\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_, and \_\_\_\_\_\_\_\_\_\_\_\_\_ at my request during the \_\_\_\_-\_\_\_\_ evaluation period.

My personal motivation/objective(s) for engaging in teaching observations were: (reference concerns you may have related to instruction, concerns identified in previous IDEA results, etc.):

* List reasons for engaging in observations

During the course of the observations the following strengths were noted:

* List strengths as bullets

During the course of the observations the following areas of focus were identified as areas to develop and improve in consultation with my observer(s). I have provided examples (as sub-points) of actions taken and results achieved in improving in each identified area. The areas of focus and improvements were:

* List identified areas of improvement as bullets
  + Provide examples of actions taken to improve and results achieved as a result of those actions as sub-points to bulleted items.

At the conclusion of the series of observations I have identified the following goals for my future professional development activities. It is my hope to focus my efforts on the following items as I work to continually improve in my teaching role at Sound Dakota State University.

* List areas you would like to focus your professional development efforts on moving forward.
  + As sub-points identify ways in which you will address the identified areas.