

Pre-Observation Discussion Form

Instructor _____ Observer _____

Course _____ Number of students enrolled _____

Course meeting day/time _____ Location _____

NOTE:

This form provides for discussion prior to the classroom observation. The instructor and observer are encouraged to determine the goals, context, and logistics of the classroom visit in advance. The instructor should provide the observer with the course syllabus and any other relevant materials that will help the observer prepare for the visit.

1. What do you feel are your teaching strengths and/or current successes in this course?
2. What previous teaching experience do you have?
3. How will the lesson be structured? What teaching/learning activities will take place?
4. What do you want students to know, do and value as a result of the lesson? How will you know whether you have achieved this?

5. What have students been asked to do in preparation for class, and do they have any work due? Are there interactions with students, outside of class, that are germane to their learning in the classroom?

6. Will this class be typical of your teaching style? If not, why?

7. What would you like me to focus on during the observation?

8. What are the issues, if any, you want to solve or what are the areas where you want to see improvement? What is not working as well as you would like it to?

9. Are there any other issues that I should know about prior to the observation?

10. Logistics: Confirm day, time, and location for observation, where the observer will sit, if and how the observer will be introduced, if the observer should interact during the class, how long the observer will stay, etc. *Remember to schedule a time for the post-discussion as soon as possible after the observation.*

