

Pre-Observation Discussion Form

Instructor _____

Observer _____

Course _____

Course meeting day/time _____

Location _____

Required (for whom?)

General Education

Enrollment _____

The instructor and observer should determine the goals, context, and logistics of the classroom visit in advance, including agreeing on the instrument the observer will use to record information during the visit. 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 are the goals for the class that I will observe?

2. What are your plans to achieve these goals?

3. What teaching/learning activities will take place?

4. What have students been asked to do in preparation for class, and do they have any work due?

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

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

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

8. 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. If the observer will be using a specific instrument for recording observations (see CTL site for several options), this should be discussed with the instructor.

Instrument adapted from Chism, N. V. (2007). Peer review of teaching: A sourcebook, second edition. Bolton, MA: Anker Publishing.