Pre-Observation Discussion Form

Instructor	Observer
Course	Course meeting day/time
Location	□ Required (for whom?) □ General Education
Enrollment	— General Education
visit in advance, including agreeing or information during the visit. The instr	termine the goals, context, and logistics of the classroom in the instrument the observer will use to record fuctor should provide the observer with the course syllabus will help the observer prepare for the visit.
1. What are the goals for the class that	at I will observe?
2. What are your plans to achieve the	ese goals?
3. What teaching/learning activities v	vill take place?
4. What have students been asked to due?	do in preparation for class, and do they have any work

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.
	trument adapted from Chism, N. V. (2007). <u>Peer review of teaching: A sourcebook</u> , second edition. Bolton, MA: ker Publishing.