

PART III: TOOLS & INSTRUMENTS

FOR OBSERVATION



PRE-
OBSERVATION
TEMPLATE

INSTRUCTOR: _____

Date: _____ **Time:** _____

Course Title: _____ **Course Number:** _____

Level of Students: _____ **Format of Course:** _____
(i.e. large class, seminar, lab):

1. What is the content and structure of the class you will be teaching?

2. Describe your students in this class. Is there anything the observer should know about them?

3. What have students been asked to do in preparation for this class?

4. What is your goal for the lesson? What do you hope students learn or be able to do as a result?

5. What are your plans for achieving these goals?

6. What teaching methods/teaching aids will be used?

7. What has been taught in previous lessons in this course? How does this lesson fit into the course as a whole?

8. Will this class be a typical example of your teaching? If not, what will be different?

9. What would you like me to specifically focus on during the observation? (Use this question for formative reviews, in particular).

10. Is there anything else I should be aware of prior to the observation?

11. Logistics: Confirm time and place, and where the observer should sit.