



Updated Nov. 2018

Areas of focus for pre-observation discussion between instructor and observer:

*Context*

- What is the target audience for this course and how does it fit into the major, minor, or core curriculum (if applicable)?
- How does the class session that will be observed fit into the course as a whole— what topics have already been covered and what work have students already completed?
- What work (readings, activities, homework, etc.) are students expected to do to prepare for this class session?
- What other information about the students, the classroom, the course, or the curriculum would be helpful in understanding what happens during the class session?

*Learning goals/outcomes*

- What are the learning goals, outcomes, or objectives for this class session?
- What do you plan to do during this class session to help students meet those goals?
- What do you expect your students to do to engage with the learning process during the class?
- How will you know if students meet or make progress towards these goals?

*Goals for observation*

- What specific area of interest or concern would you like the observer to focus on?

Areas of focus for post-observation discussion between instructor and observer, and recommendations for any formal write-up by observer:

*For observer*

- Remember to keep in mind the instructor's specific concerns from the pre-observation discussion and focus on those areas. Be particularly mindful of whether



you were asked to provide feedback on pedagogy or content and focus your feedback accordingly. It is not necessary to mention everything you observed. Prioritize your comments on the most important areas for feedback.

- Provide a manageable amount of feedback. You don't want to overwhelm the instructor with information. Focus on areas that the instructor can reasonably change or control.
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