Preobservation Conference Form

Instructor ________________  Date ___________ Time ______________

Course Number ________________  Title ______________________

Meeting Time ________________  Level of Students ______________

1. What are the goals for the class I will observes?

2. What are your plans for achieving these goals?

3. What teaching/learning activities will take place?

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

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 other things I should be aware of prior to the observation?
Narrative Prompts for writing a Peer Teaching Review report.

Comment on each of the following areas of instruction. Be specific whenever possible.

Teacher organization

Variety and pacing of instruction

Content knowledge

Presentation skills
Teacher-student rapport

Clarity

General Considerations:

What things went well for this instructor and/or the class?

What things did not go so well during this particular class?
What specific suggestions for improvement do you have?

What things did you learn in the pre-or post-observation conference that influenced your observation and feedback?

How does this instructor compare with others in the Department?