Pre-observation Conference Instrument

Instructor:
Peer observer:
Pre-observation conference date, time, and location:

Instructions and purpose: This instrument serves as an outline for the pre-observation conference, which typically takes between 20-30 minutes. The peer observer will ask the instructor to provide the information requested below, and will take notes on this form. At the end of the conference, the instructor should give the peer observer a copy of the course syllabus and the lesson plan. These resources, together with the information gathered at this conference, will help the peer observer to prepare for the classroom teaching observation, to reflect on the instructor’s teaching performance, and to give helpful feedback to the instructor at the post-observation conference.

Course number and title:

Date, time and location of classroom teaching observation:

Type of class (lab, lecture, lecture-discussion, etc.) and level of students:

Student information (number enrolled, demographics, special needs, concerns, etc.)

Goals for the course (brief summary):

Learning objectives for the class to be observed (these should be discussed, but do not need to be written here if they are recorded on the lesson plan):

Teaching and learning activities planned for the class (these should be discussed, but do not need to be written here if they are recorded on the lesson plan):

Aspect of teaching on which the instructor would like the peer observer to focus during the observation: