Pre-observation

Conversation form

Logistics:

* Set a date and time for the pre-observation meeting up to one week before the scheduled observation
* Allow sufficient time for the meeting
* Observer and instructor agree that the entire peer review process is confidential
* Determine if the observer will be using a peer observation template or some other form of notetaking for the observation
* Review the process for feedback. When will feedback be given and in what form (written document, email, voice recording, etc.)?
* Set up a time for a post-observation conversation

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| Instructor: | Peer Observer: |
| Course: | Observation Date/Time: |
| Room: | Post-Observation Date/Time: |

Questions to consider:

1. What type of class will be observed (e.g., lecture / activity / seminar / laboratory / tutorial / field trip / online learning / other)?
2. How many times has this course previously been taught?
3. What are your goals for the class I’ll be observing?
4. Which TEF dimension(s) have you decided to focus on during your lesson?
5. Are there any LC instructional initiatives you want to focus on?
6. What are the specific learning objectives/outcomes for this lesson (knowledge, skills and/or attitudes you expect from students)?
7. How do you hope to achieve these goals? What will you be doing? What will your students be doing? Do you anticipate any challenges? If so, how will you prepare for these?
8. What strategies will you employ to make your lesson relevant, engaging, and accessible to all your students? What strategies will you use to promote your students’ sense of belonging and inclusion?
9. What would you like me to specifically focus on during the observation?

1. How will you assess student learning on the day of the observation?
2. What has been taught in previous lessons in this course? How does this lesson fit into the course as a whole?
3. Are there other things I should be aware of prior to the observation?
4. Describe the students in your class. How many students are there? Is there anything I should know about them?
5. Is there an agreement of the tools to be used during the observation (anecdotal notes, observation template or a combination of both)?
6. Observation notes will be recorded using (circle one):
	1. Guided template
		1. BOPPPS version
		2. Online version
	2. Self-directed template
		1. TEF version
		2. Open-ended version
	3. Other format (anecdotal notes and observations)