Pre-Observation Consultation Checklist

Discuss the following items with the faculty member you will observe.

☐ Goals for the course
☐ Goals for the class
☐ Individual teaching practice and style
☐ Structure of the class
☐ Description of the students in the class
☐ Work or readings students assigned to students for the class
☐ Activities that will be presented
☐ Areas faculty would like to focus on in the observation and feedback

Review the following items before observing the class session.

☐ Material that will be covered in the observed class
☐ Course syllabus
☐ Course learning outcomes
☐ Assigned reading(s)
☐ Teaching philosophy or statement (if appropriate)