

**Pre-observation Meeting Form**

Prior to the scheduled observation, the peer reviewer might use the following form (or an adaptation of the form—please feel free to revise as you wish) to structure the discussion of the teaching context with the instructor to be reviewed. Information can focus on class goals, students, learning activities, and particular teaching style. The peer reviewer should request that the instructor supply a copy of the syllabus, text, and any pertinent material to help the reviewer under­stand the content and cognitive level of the course. (Adapted from Chism, 2007)

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| Instructor: |  | Date: | Time: |
| Course Name: |  | Course number: | |
| Course Meeting Time: |  | Number of Students: | |
| Reviewer: |  |  | |

1. What are the goals for the class that I will observe?
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 that I should be aware of prior to the observation?
8. Logistics: Confirm time and place, how long observer will stay, etc.