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**Pre-Observation/Review Meeting Form**

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| Instructor:  |  | Date:  | Time:  |
| Course Name:  |  | Course number:  |
| Reviewer:  |  |  |

**Guiding Questions:**

1. What are the reviewee’s goals for this review?
2. What is the reviewee’s plan for achieving these goals?
3. In light of these goals, what would be best for the reviewer to include in the review?
* Course outline
* Moodle site
* Lab, clinical, or studio class
* Specific online activities, such as discussion forum, worksheet(s), recorded videos, etc.
* Face-to-face class
* Synchronous class
* Asynchronous class
* Assignment(s)
* Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
1. What should the reviewer focus on to help the reviewee achieve these goals?
2. What context is important for the reviewer to know in advance of this review?
3. Date, time, and location of review (include link if online):
4. Date, time, and location of post-review meeting (include link if online):
5. Is there anything else pertinent to this review?