

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)