



Peer Observation - Pre-Observation Briefing Guidelines

Faculty: _____ Peer Observer: _____
Course: _____ Observation Date/Time: _____
Room: _____ Post-Observation Date/Time: _____

The purpose of the pre-observation conference is to review the instructor's teaching strategies, the goals and focus of the visit, the type of course, and the role of the peer observer during the observation.

1. What are your course/class goals - what knowledge, skills and/or attitudes do you expect from the students?

2. What type of class will be observed (circle appropriate terms; write in as needed)
 - a. Lecture/activity/seminar/laboratory/other
 - b. Required/general education/elective/personal interest
 - c. Developmental/first year/second year/other
 - d. Technology: computer/online/Smart Board/Mobile Learning/other
 - e. Student population e.g. number of students, program mix, other
 - f. Length of lecture/times per week
 - g. Other

3. How will you assess student learning on the day of the observation?

4. Number of times course previously taught

5. Primary method/strategies of teaching

6. Special problems/constraints

7. Should observation be (which forms will be selected):
 - a. Anecdotal – and/or –
 - b. Checklist on Questioning/Group work/lecturing

8. Other requests or interests to look for during the classroom Observation.