

Name: \_\_\_\_\_

## Pre-Observation Info Sheet

Please answer the following questions and return this to me before the observation day. This information is to help me get some context on the session I will attend. Thanks!

1) Time and Room:

2) What is the expected format of the session? (e.g. “First I’ll answer homework questions, then we’ll work on a worksheet individually/in groups, etc”)

3) Specific goal(s) for this day of teaching?

4) Are there any particular things you’d like feedback on? (from concrete ones such as “Is my voice loud enough” to more general ones, such as “how’s my interaction with the students?”) This observation is your chance to get customized, private feedback.

5) Should I worry about seating?

6) Anything else?

In terms of what I will do: I will try to blend in. You can introduce me to the class if you want, or not, it’s up to you. I will be taking lots of notes because this is the only way I found to remember later what happened so I can give you specific, rather than vague, feedback. And I will leave at the end of the class with the rest of the students.

Afterward, we need to set up a time to meet and talk. I like to give myself at least a day to organize my notes and thoughts.