

Summary of Classroom Observation Guidance

Process

1. Schedule a Pre-Observation Meeting:

Schedule a brief pre-observation meeting with the instructor being observed to foster a shared understanding of the goals for the observation and to address any questions or concerns.

2. Define the Purpose and Goals:

Clarify the purpose of the observation and define specific goals and objectives that the instructor aims to achieve during the observation.

3. Schedule and Logistics:

Confirm the date, time, and location of the class.

Ensure that the observer has access to any necessary materials or equipment connected to the instructor's goals. (e.g., syllabus, lesson plan, rubrics).

4. Plan the Observation:

Determine where the observer will sit during the class to have a clear view of the instructor and students. The observers should prepare any materials they will need, such as a notebook, pen, or recording device.

5. Review Course Materials:

The observer may want to briefly familiarize themselves with the course syllabus, objectives, and any relevant curriculum documents. They may also want to obtain a basic understanding of how this lesson will fit into the overall flow of the course.

6. Conduct the Observation:

You may choose to take notes and reorganize the thoughts into this document immediately following the observation.

7. Schedule a Post-Observation Meeting to Debrief the Feedback This is ideal to schedule within one week of the observation itself.

8. Reflect on Your Experience as an Instructor or Observer.