Stephen F. Austin State University

Teaching Excellence Center

Pre-Observation Form

Prior to the scheduled observation, please answer the following questions and discuss them with your observer. If you think it will help the observer understand any of the items, feel free to bring and share supplementary materials such as a syllabus, the text, etc.

Instructor Name: _____ Date: _____

Course Number: _____ Course Title: _____

Course Meeting Time and Place: _____

Level of Students: _____ Number of Students in Class: _____

1. What are the goals for the class that will be observed?

2. What are your plans for achieving these goals?

3. What teaching / learning activities will take place?

4. What have students been asked to do in preparation for this class?

5. Will this class be typical of your teaching style? If not, why not?

6. What would you like the observer to focus on during the observation?

7. Are there other things that the observer should be aware of prior to observation?