

# Classroom Visit Pre-Observation Guidelines

Instructor:

Observer:

Date of Observation:

Name of Course:

Location of Course:

Time of Course:

Enrollment:

1. Describe the **course** and how it fits in with the curriculum. Is the course required? Is this a lecture course, activity-based course, laboratory, seminar, etc.?
2. Describe the **students**. What types of students do you have in the course? Are they undergraduates or graduate students?
3. Describe your **teaching philosophy and style**. Do you typically lecture, lead discussions, have students work in small groups?
4. Describe the **focus of the observation**. Would you like the observer to focus on a certain aspect of your teaching such as: questioning techniques, student engagement/involvement, student-instructor interactions, small group facilitation, etc.
5. **Other notes** about the course/observation.