

Pre-Observation Meeting Form

Instructor Name:

Date and Time:

Course Title:

Course Number:

Course Level:

Instructional modality:

Please take a moment to reflect on the following questions before our meeting.

1. What is the main content or purpose of the lesson you will be teaching?
2. How does this lesson connect to the overall structure or goals of the course?
3. Please be ready to share the following for this lesson:

Learning Outcomes	Assessment Method	Instructional Strategy

4. What have students done to prepare for this class?
5. Are there any moments in the lesson where you anticipate students might struggle or where you feel less confident?
6. What specific aspects of your class do you want the observer to focus on (e.g., teaching approach, student engagement, use of materials)?
7. What feedback have you received from students, and how has it influenced your teaching?
8. Is there anything else the observer should know to better understand your class before the observation?
9. Please confirm the time and place of the class and where you prefer the observer to sit.