This optional form can be adapted by departments for use in a classroom observation situation and offers potential questions and guidelines to facilitate the practice of the peer review of teaching. It is meant to assist faculty members who are observing a class and provides suggestions for a pre-observation meeting, the classroom observation, and the post-observation meeting.

Course Information

Instructor: ____________________  Observer: ____________________
Course: ____________________  Topic: ____________________
Class Time/Room: ____________________  Date: ____________________

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Pre-Observation Meeting

The following are questions that can be addressed in the pre-observation meeting. Based on this discussion, and a discussion of the unique criteria for effective teaching established by their department, the observer and instructor identity 2--3 aspects of the class on which the observer will focus.

☐ What do you want the students to have learned by the end of this class?

☐ How will class time be used? What can the observer expect to see?

☐ How does this class fit in with the overall course?

☐ What pre-class work will the students have done for this class?

☐ Are there specific aspects of the class on which you would like to receive feedback

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For more information please contact the Center for Teaching Innovation at: http://teaching.cornell.edu  607-255-7224  cornellcti@cornell.edu
**Post---Observation Meeting**

The following are provided to help guide the post---observation discussion. Instructors reflect on these questions in advance of the meeting.

- How well did students learn what you intended them to learn in this class?
- What went well?
- What challenges were there?
- What might be changed for the next time?
- Discuss any additional points that were raised in the pre---observation meeting.

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**Additional Notes**

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