

Name of Instructor:

Name of Observer:

Class Visited:

Date of Visit:

Time of Class:

The observation has two purposes: to provide instructors with overall feedback on how the class is working, and to provide targeted feedback that grows out of the instructor's immediate teaching questions. So that we might offer well-contextualized feedback, please provide responses to the following three questions prior to the class observation:

## **Part 1: Completed by the Instructor**

### **Instructor Goals and Questions**

1. What are the learning goals for this session?
2. Please describe the broader context around the class session. (For example, how does this session scaffold the formal assignment, support unit goals, and/or connect to the classes around it, etc.)
3. What are your main questions for the observer?

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## **Part 2: Completed by the Observer**

### **Class Design**

1. Describe the modality of the course session (e.g., in-person or online).
2. How does the instructor communicate the learning goals to students?
3. Describe the structure of the class, including an overview of the class topic, goals, and activities. (For example: one common model is to introduce a concept, practice the concept with the entire class, practice in small groups, discuss as a class, and apply the concept to students' own writing.)
4. Describe the pacing of the class, considering: transitions between topics or activities, the order and flow, and the time spent on each element.
5. How does the design of the class support the learning goals? How does this class session support the formal assignment goals?

### **Writing / Theme**

1. How is writing used in the class? (For example: freewriting, reflection, brainstorming, drafting, editing, writing during group work, rhetorical analysis of samples, etc.)
2. What writing principles and strategies were taught during this class? In what ways do students practice, test, apply, and/or reflect on these writing principles and strategies?
3. What is the relationship between the writing and theme in the class session?
4. In what ways was the integration of writing and theme successful? How could it be more successful?

### **Classroom Environment**

1. Attendance. Note the number of students present and the number who arrive late. (Note: in online, partially online, and recorded sessions, this may not be possible to determine.)
2. Describe the classroom atmosphere and dynamic. For example, are students comfortable asking questions and sharing different perspectives? How do students interact with each other and the instructor? Is there a classroom dialogue or a series of individual contributions?
3. Describe student engagement in class activities and in the class overall.
4. Describe the instructor's persona and role within the classroom. How does the instructor manage the class? How does the instructor respond to student questions and challenges that arise?

### **Observation Summary**

1. What are the overall strengths of the class session?
2. What are some suggestions for improvement?

### **Additional Comments**

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Conference date: