

PREOBSERVATION CONFERENCE FORM

INSTRUCTOR: _____ DATE: _____ TIME: _____

COURSE NUMBER: _____ COURSE TITLE: _____

COURSE MEETING TIME: _____ LEVEL OF STUDENTS: _____

- 1) What are the goals for the class that I observe?
- 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?
- 6) (For formative review) What would you like me to focus on during the observation?
- 7) Are there other things that I should be aware of prior to the observation?

THE NARRATIVE LOG ASSESSMENT

The narrative log, used mainly for formative purposes, should describe verbal and nonverbal behavior, emphasizing what the reviewer sees rather than the reviewer's judgment.

The narrative log might focus on the following:

- What is the instructor speaking about?
- What specific comments are being made?
- What types of questions are being asked?
- How are classroom learning activities organized?
- What is the level of student interaction?
- What teaching strategies are being used?
- On a separate sheet, indicate: What are your impressions of what is being observed?