

## Pre-Observation Meeting Agenda

Instructor:

Observer:

Date of Meeting:

### Information about the course:

- Title, name, level, enrollment, major/non-major, etc.
- What are the important online components of the course?
- How is the grading organized for the course?

### Information about course goals:

- What are your learning outcomes for the course / What skills do you most want your students to be good at by the end of the course?
- What do students find difficult about this course? What methods have you used to try to help students with this difficulty?
- What activities do you most enjoy about teaching this course?

### Information about the day's class:

- What will class be like? Are the activities you have planned typical?
- What kind of preparation will the students have completed before class? Share these with your reviewer.
- Would you like feedback on anything specific in class?
- Is there a good place to sit? Is a laptop for notetaking appropriate?