**Pre-Observation Conference Guide[[1]](#endnote-1),[[2]](#endnote-2)**

1. Briefly, what will be happening in the class (on-line session) that I will observe/review?

2. What is your goal for this class? What do you hope students will gain from this session?

3. What do you expect students to do in the class to reach stated goals?

4. What can I expect you to do in class? What role will you take? What teaching methods will you use?

5. What have students been asked to do to prepare for class?

6. What was done in earlier classes to lead up to this one?

7. Will this class be generally typical of your teaching? If not, what will be different?

8. Is there anything specific on which you would like me to focus during the class?

**Post-Observation Conference Guide**

1. In general, how do you think class went?

2. What do you think about your teaching during class?

3. Did students accomplish the goals you had planned for class?

4. Is there anything that worked well for you in class today — that you particularly liked? Does it usually go well?

5. Is there anything that did not work well — that you disliked about the way the class went? Is this typically a problem for you?

6. What were your teaching strengths? Did you notice anything you improved or any personal goals you met?

7. What were your teaching problems? — areas that still need improvement?

8. Do you have any suggestions or strategies for improvement?

1. From the Department of Health Behavior and Health Education, Gillings School of Public Health, Chapel Hill, NC [↑](#endnote-ref-1)
2. The Pre-Observation Conference Guide and Post-Observation Conference Guide are adapted from "An Approach to College Evaluation of Classroom Instruction" by M.D. Sorcinelli, 1984. Journal of Instructional Development, 7 (14), pp. 14-16. [Reprinted in Keig, L., & Waggoner, M. D. (1994). Collaborative peer review: The role of faculty in improving college teaching. Washington, D.C. George Washington University School of Education and Human Development. (http://teachingandlearning.illinois.edu/pdf/Sorcinelli\_Observation\_Guide.pdf) [↑](#endnote-ref-2)