

Pre-Observation Planning Template

Date: _____ Teacher: _____

Grade/Subject: _____

What is the content and structure of the class that will be observed?
Describe the students in this class. Is there anything the observer should know about them?
What have students been asked to do in preparation for this class?
What is the goal for the lesson? What should students learn or be able to do as a result?
Will this lesson be a typical example of the educator's teaching? If not, what will be different?
What kind of feedback is desired? What should the observer focus on?
Should the observer walk around the room and/or visit with students during the observation?
What else should the observer be aware of prior to the observation? (e.g., anticipated problems or trouble spots)
Logistics: Confirm the time, place, and where the observer should sit.
Other Comments: