

TEACHING OBSERVATION FORM #1: BACKGROUND INFORMATION ABOUT CLASS TO BE OBSERVED

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*The teacher being observed should complete this form and email it to the observer at least two days prior to the classroom observation. After filling in the text boxes below, choose "Save As" from the "File" menu of Adobe Acrobat Reader. Rename the file "[your last name] class info" and save it to a location you will remember. Then attach the file to an email message for the observer. The teacher may also send the observer a lesson plan if she or he so chooses.*

**Teacher Observed** \_\_\_\_\_

**Course Title** \_\_\_\_\_

**Observation Date** \_\_\_\_\_

**Class Location** \_\_\_\_\_

**What is the purpose of section meetings for your course?**

**What are your learning goals for this class meeting?**

**What preparatory work will students have done before class?**

**Do you anticipate any special circumstances on the date of the observation? If so, explain:**

**In addition to the items listed on the standard observation form, to what would you like the observer to attend during the class visitation?**