



Your (observee's) first name

Your last name

Your role or title

Your preferred email address

Name of the person who plans to observe your course

Email address of the person who plans to observe your course

Course title

Course and section number

Classroom location (e.g., building/room number, Zoom link)

# of students enrolled in the class

Length (in minutes) of the class to be observed

Provide a brief overview of the class session including the learning objectives, topic, and/or unit. Summarize or outline the lesson plan to highlight key activities or events that will occur along with the purpose if it will provide useful context to the observer.

Please describe what hope to gain from the teaching observation process, including any particular aspects of the class that you would like the observer to concentrate on (e.g., a new, or particular, goal or strategy that you have been working on or are planning to use, an activity you plan to facilitate, or a challenge you have encountered.)

What logistics would be helpful for the observer to know about prior to coming to observe your class? (e.g., if the class is meeting in person, be sure to include directions for parking, and the locations of the building and classroom. If the class is meeting remotely, be sure to include the Zoom link or directions on how to connect to the online class.

Please upload the course syllabus and any relevant materials that will help your observer prepare for their observation and provide you with helpful feedback. Note: before uploading multiple files, you will first need to combine them into a single .zip file.

Drop files or [click here to upload](#)

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