



CHECKLIST: PRE-OBSERVATION CONVERSATION

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Take notes during the conversation.	
Determine the desired form of feedback—(a) appreciation, (b) coaching, (c) evaluation, or (d) some other form.	
Determine the purpose of the observation—(a) to get a clear picture of reality, (b) to establish a baseline for setting a goal, (c) to monitor progress toward a goal, or (d) some other purpose.	
Explain the different kinds of data that can be gathered.	
Determine which types of data will be gathered.	
Determine the location, date, and time for the observation.	
Determine whether or not it is OK for you to talk with students in the class.	
Ask, “Is there anything I need to know about particular students or this class in general?”	
Determine where you will sit and whether or not it is OK for you to move around the class.	
Ask, “Is there anything else you want to ask me that you haven’t asked yet?”	
Determine how you will share data (e.g., face-to-face, via email).	
Identify when and where you will meet to discuss data.	