



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. | |