

**Class Observation Pre-Visit Form**  
**Mathematics Faculty, Wheelock College (now part of Boston University)**

Please fill out this form and give to the observer before the class visit. Feel free, but not obligated, to include attachments.

Before the class visit, the observer will schedule a debrief with the instructor for after the class visit. After the debrief, the observer will write a report about the visit and debrief, and the instructor may optionally also write a report. This form and the report(s) will be filed with the Office of Academic Affairs, and the observer's report will be shared with the instructor (and if written, the instructor's report will be shared with the observer).

If the class goes poorly, the instructor may request that the observer schedule another visit in the semester.

**Instructor:**

**Observer:**

**Date of Planned Class Visit:**

**Course:**

**Building, Room Number and Time:**

**Overall, what has been going well in this class this semester?**

**Overall, what has been challenging about this class this semester?**

**What was the class doing the last meeting (or the last few meetings)?**

**What is your plan for the day of the class visit?**

**What ways are you anticipating that you might modify your plan based on student responses? How will you assess whether to modify?**

**What are the goals for the class on the day of the visit in terms of mathematical concepts?**

**What are the goals for the class on the day of the visit in terms of mathematical processes (problem solving, reasoning, communication, etc.)?**

**What (if any) aspects of the class would you like the observer to pay special attention to?**

**Do you want the observer to participate at all? To introduce him/herself? Do you have preferences on where the observer sits, etc? Describe.**

**At the moment, what are you planning for the next class after the visit?**