



Pre-Observation Form (Optional)

To be completed by the faculty being observed.

Please download the latest version of [Adobe Reader](#) to complete this form. Then fill out the information by clicking on the light-blue areas. Save a copy of the completed form to your computer.

Research demonstrates the benefits of a pre-observation discussion in creating a collegial atmosphere for promoting professional growth. The discussion can take place virtually or face-to-face and is an opportunity for the professor being observed to provide context for the lesson and for the observer to better understand the faculty's motives for utilization of a particular pedagogy.

Faculty being Observed

First Name:

Last Name:

Rank:

Discipline:

Date of Pre-Observation Form filed:

Topic and Objectives of the Session

Additional Info

Attach a syllabus, activities, lesson plans, assignments, etc. or share additional info for the observer to consider (e.g., incorporating new technology, continuing an earlier lesson or activity project, attempting new activity/pedagogy, the context of a lesson or a lab session)

Are you the author of the syllabus?

☐ Yes

☐ No

☐ Yes and No. Please explain: