**CVM Peer Review Pre-observation of Instruction Form**

Prior to formative or summative reviews of instruction, the observer and the faculty member should meet to discuss teaching goals and strategies and the role of the observer. The following checklist and questions are designed to facilitate this pre-observation conversation/conference.

The faculty member should provide the reviewer with the following in advance of or during the pre-observation conference:

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|  | A copy of the syllabus (digital or hard copy). |
|  | A copy of presentation materials for instructional session(s) being observed (digital or hard copy). |
|  | Learning outcomes for the instructional session(s). |
|  | Assessment materials for the instructional session(s) (assignment descriptions, test questions, lab report forms, etc.). |
|  | A copy of teaching philosophy and/or self-reflection on previous instruction of this material (required if a summative review is requested). |

**About the Course and the Review**

Course/Rotation Identifier (Department/Number): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course/Rotation Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Course: Core/Requirement \_\_\_\_\_ Elective \_\_\_\_

Year: DVM I \_\_\_\_\_ DVM II \_\_\_\_\_ DVM III \_\_\_\_\_ DVM IV \_\_\_\_\_ Grad \_\_\_\_\_

Type of Instructional Session:

Class/Seminar \_\_\_\_\_ Lab \_\_\_\_\_ Clinical Rotation \_\_\_\_\_

Your Role in Course: Team Leader \_\_\_\_\_ Teaching Team Member \_\_\_\_\_

Date of Scheduled Observation(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time of Scheduled Observation(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location of Scheduled Observation(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will a written evaluation be submitted in the dossier? Yes \_\_\_\_\_ No \_\_\_\_\_

Date/Time/Location of Follow-up Session: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Why has the classroom observation been requested?  |  |
| Will this be a single classroom observation or will several classes or classes and labs be observed? |  |
| What are the course goals and outcomes? (Review syllabus.) |  |
| What are the instructional or lab session goals and outcomes? (Are they clearly related to the course goals and outcomes? If not, why not?) |  |
| How often has the faculty member instructed this course or taught this material? |  |
| How was this/were these session(s) designed?  |  |
| How was this course or instructional session received by students in the past? |  |
| How is student engagement promoted in the session design? |  |
| What is the role of technology in this course? |  |
| What effect is a classroom visitor likely to have? How should his or her presence be acknowledged? Is the observer expected to participate? (Typically observers do not participate.) |  |
| On what areas of instructional approach does the faculty member desire the most feedback? |  |