## Peer Feedback on Teaching | Preparation Meeting

We strongly recommend to meet about one week before the classroom visit to discuss the design of the course, of this particular lecture, the observation process and any other topics you consider relevant. We invite you to choose a focus for the feedback session and to modify the topics and questions suggested below respectively. You can look at the different observation forms available on our website if you want inspiration for the focus.

|  |  |
| --- | --- |
| Lecturer |  |
| Observer(s) |  |
| Course  (title, type) |  |
| Students  (number, study programme(s)) |  |
| Visit  (day, time, location) |  |

**Possible topics and questions to discuss**

Peer feedback and classroom visit in general

* What motivated you (the lecturer) to request peer feedback?
* What do you hope to get out of the peer feedback?
* What should the observers specifically focus on during the observation?
* Where do you want the observers to sit/be during the classroom visit?
* How will the students be informed about the classroom visit?

Learning objectives

* For the visited session, what are the lecturer’s goals in terms of student learning?
* What should the students learn or be able to know and to do after the class?
* How do these learning outcomes fit into the overall course?
* What has been taught in previous lessons in this course?
* How are the different levels of knowledge and backgrounds of the students taken into account?

Teaching and learning activities

* What is the lecturer’s plan for the class session for achieving the goals?
* How will the learning objectives be communicated to the students?
* What will the students be doing in class, what will the lecturer be doing?
* Are there any challenges to expect? If so, how will the lecturer prepare for these?
* Is there course material or pre-class preparatory work for the lesson that the observers need to understand the context of the classroom activities?

Assessment

* How will the observer see if the students achieved the pre-defined learning outcomes (e.g., questions, testing, group work etc.)?

**Next step**: Please decide which of the observation form available on our website you want to use.