

Classroom Observation Protocol

Instructions

Thank you for your time and effort to visit a program participant's class and help him or her improve further as a teacher. We have prepared a classroom observation protocol for you to use during the classroom visit and collected a set of advice on how to make the best of this occasion below.

In preparation for the classroom observation,

1. contact the program participant whose class you'd like to visit and agree on a mutually convenient date.
2. ask your colleague to share his/her syllabus and session plan with you.
3. read the attached classroom observation protocol and make sure you understand the questions and what the form requires you to do. If you have questions, contact us at asimon@mail.muni.cz before the observation takes place.
4. fill in the top box of the classroom observation protocol.

During classroom observation,

1. complete the provided classroom observation protocol. You can either complete it using your laptop or take notes to a printed version.
2. feel free to take additional notes if you think it is warranted.
3. pay attention to both the instructor and student behavior and activity.

After classroom observation:

1. Augment your notes immediately, if necessary.
2. Discuss your thoughts and suggestions with the colleague whose class you have observed at a time and setting convenient for both of you. We ask that you do it within a week after the actual observation and that you share your observations and ideas respectfully. Otherwise, it is up to you to decide on the format of your discussions (e.g. if you share the observation sheet or only use it as a note for yourself during the discussion, etc.).
3. Ask the program participant whose class you visited to upload the completed observation protocol (electronic version or a scan of the printed document) and any additional notes you may have taken to the "Classroom observation" vault at the course site as soon as possible but no later than 17 December, 2017).