**Certificate of Teaching and Learning in Higher Education**

**Classroom Observation of GSI**

**Checklist for Faculty Member**

**I. Pre-observation Discussion with GSI (a day or two before the class visit)**

\_\_ With GSI, walk through the GSI’s lesson plan for the section.

\_\_ Have GSI articulate what the students should take away from the class session and how the planned activities will enable students to reach those goals.

\_\_ Ascertain from GSI if there are any specific areas on which the GSI would like feedback.

**II. Faculty member visits class and takes notes**

**III. Post-observation Discussion (should be done within a week of the class observation)**

\_\_Compare notes with GSI about how the class went, whether the goals the GSI had set out were met, what went well, and what could be done differently.

\_\_Give GSI feedback on the areas he or she asked you to comment on

\_\_At the end of the meeting, identify with the GSI two or three areas of teaching the GSI should work on and brainstorm with the GSI specific steps the GSI could take to work on those areas. (Please note: the GSI is responsible for the write-up that summarizes the classroom observation discussion, not the faculty member.)

**IV. \_\_Respond to email confirmation request (will take no more than 2 minutes) when contacted by GSI Teaching and Resource Center.**