

Form A: Review plan – Teaching observation

Reviewees complete this form and pass it to their reviewer. A brief planning meeting is recommended, as agreement is required on Parts B and C (see below).

Reviewee:		Reviewer:	
Name of subject/unit:			
Teaching session for review (e.g., lecture, tutorial, PBL, etc) and description of topic: Tutorial			
Date:	Time:	Location:	
Objectives of the teaching session:			
Part A. Class background			
Year level(s):	Degrees:	Number of students in class (approx):	
Further comments about the group (if any):			
Part B. Review			
Will the reviewer be introduced to the group?	If yes, how will this be done?	Where will the reviewer sit?	
Please note priority criteria you would like the review to focus on (if any):			
Please note potential difficulties or areas of concern (if any):			
Part C. Feedback meeting			
Date:	Time:	Location:	