

Date: February 10, 2003

Dear _____ Ms Teacher _____:
Teacher's name

I will be coming to observe your class on Feb 22_ from 10 am _____ to
Date Time
_____ noon _____.
Time

The purpose of this observation is to help you do the best job possible. It will not in any way be used as a formal evaluation of your teaching. I will be taking notes during the observation so that I can give you specific feedback and suggestions. I will be using the attached "Indicators of Good Teaching" to organize my notes and my feedback to you.

I know you will want the observation to be a positive experience for the students. Please assure them that I am looking forward to seeing the teaching and learning going on in your class at first hand. When I arrive it would be helpful if, after briefly introducing myself, I can "fade into the background." Please do not expect me to take an active role in class proceedings.

Please return a completed "*Request for Background Information*" before the observation. This will help me prepare to observe in your class and make the observation as useful as possible to us both.

On the day of the observation, please have ready for me a copy of your plans for that day's class. Please include (1) brief notes about how you decided on activities, materials, etc. (e.g. learners' goals, needs revealed by test scores), and (2) a description of what you expect the learners will know/be able to do as a result of this class.

Thank you!

Beth Bingman

Observer's name

Request for Background Information

About the Teacher:

Your years of experience: in education: 10 in adult education: 2

In this class assignment: 2

About the Class:

Location: Riverport H.S. Class day(s) Tues /Thurs Time(s) 10:00- 2:00

Type of class (GED, ABE, ESOL, Workplace Education, etc.)

of students currently enrolled: 15 # of students usually attending: 10

Describe the learners' skill levels:

Most read around the 8th grade level. A few higher or lower.
Math is all over the place.

Open-entry? Yes x No If not, length of "term":

Instruction is predominantly: individualized, one-on-one

 group

 x a mix

- What are the objectives/purpose of this class?

To help students get the skills and knowledge they need to pass the GED

So that I can give you specific feedback and suggestions

- Are there any special factors about the class, your approach, or the materials you are using? I am trying to use EFF and include things students really care about
- What are your goals for the observation? In what ways do you hope to learn from this observation? What feedback do you want? On what aspects of your practice? I would like to know if I am reaching my students and if they are learning. Sometimes it seems like they are not that interested even though I try to meet their needs.