

Classroom observations are designed to help graduate teaching assistants examine their teaching for purposes of self-improvement. Attention to the improvement of teaching may be the most important step we can take toward maintaining and improving the quality of education SAAH students receives. The early observation, completed by mid-term, is designed to be explicit, fair and useful during the semester you are teaching and will be followed with the traditional end of term faculty evaluation. The early observation will focus on teaching behaviors and practices over which you the instructor has some control. A copy of the evaluation form is available at <http://www.arts.ufl.edu/startup/> , a completed form will be presented for your signature, upon which a copy will enter your SAAH employment file.

Please sign-up for the following three appointments on the attached calendar

1. Pre-visitation conference – this is optional, or can be accomplished via email
10-15minutes, at least two weeks prior to the classroom visitation.
During this meeting you should bring your syllabus, course assignments, required reading particular to the scheduled class visit and any other information about your class to which we should attend.
2. Class visitation – schedule your entire class period
Arrange the observation for a lecture, demo or critique day. This will provide the opportunity for you to be seen at your best.
3. Post-class visitation meeting – 30 minutes, schedule one week after the class visitation
During this meeting we will discuss the class visitation