

## Peer Observation

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As a part of their training, GTFs will be asked to observe their peers. Remember that these visits are designed to promote collegial exchange and cooperation. We trust that GTFs will show their fellow teachers goodwill and respect.

### Etiquette for Peer Observations

- Schedule an observation visit at least one day ahead of time, but preferably 48 hours.
- Refuse politely if the request is inconvenient for you, but remember that you will need to visit others' classes (you might suggest a possible raincheck date).
- Ask the teacher ahead of time for permission to use his/her name in follow-up discussions with your supervisor.
- Bring the textbook and observation form(s) to class; bring extra paper for notes that you want to keep for yourself.
- Arrive at least five (5) minutes early; locate the classroom the day before if necessary.
- Sit in an unobtrusive place in the classroom.
- If a student asks you to participate in an activity, say discretely, "I'm just observing this class; you probably should work with a regular classmate".
- Do not leave early; stay until the class is finished.
- Thank the teacher for the opportunity to visit the class.
- **Do not offer comments or suggestions to the teacher after the class.**
- Turn in your observation forms to your supervisor as soon after the class as possible.
- Feel free to use the observation experience as a source of discussion in your E-mail teaching journal.

