Observer

1. Respect the confidentiality of what you observe and discuss
2. Be on time for the lesson
3. Ask the teacher where you should sit
4. Observe carefully and make notes
5. Remember any agreed upon focus for the observation
6. Don’t join in the lesson or ask the teacher or students questions during the lesson unless the teacher invited you to do so
7. Leave at the agreed upon time
8. Meet with the teacher later to reflect on the lesson and share any notes you took

Teacher

1. Tell your students beforehand that your observer will be coming and introduce the observer to the class
2. Begin the lesson on time
3. Prepare a place for the observer to sit
4. Meet with the observer later to reflect on the lesson and review any notes