

**Dalhousie Certificate in University Teaching and Learning\***  
**Pre-Observation Form**

**Instructor Name:** \_\_\_\_\_

**Class:** \_\_\_\_\_

**Observation Date\*:** \_\_\_\_\_ **Observation Time\*:** \_\_\_\_\_

\*Please note: If session will be asynchronous, list the dates and duration (e.g., Monday – Friday).

**NOTES FOR PRE-OBSERVATION MEETING:**

**Description of Course (What level is the class, how many students, is this elective or required) :**

\_\_\_\_\_

**Description of technology to be used (e.g., Brightspace, Collaborate Ultra, Teams, Panopto):**

: \_\_\_\_\_

**Lesson topic:** \_\_\_\_\_

**Objective(s) for the lesson? (What will the students be able to do/know by the end of the lesson?):**

1. \_\_\_\_\_

2. \_\_\_\_\_

**Teaching Strategies? (What strategies/methods will you use to help the learners to reach this objective, How will you use technology to support your teaching?)**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**Assessment Tool(s) (How will the students show that they know and can do what you expected of them? Please note which assessments will be in real time, such as polling, and which will be asynchronous, such as discussion boards)**

**Instructor Concerns/Focus (What would you like the observer to pay special attention to?):**