**Form 1**

**Colleague-to-Colleague Observation and Feedback – Goals (Before)**

*To be filled out by the educator who will be observed and reviewed by both colleagues together in a goals-planning session in which they share ideas and concerns about any of the goals or thoughts listed here. The observer should have a filled-out copy of this form during the class lesson being observed.*

*\*\*A note before beginning – this process can be streamlined by discussing most of the questions listed below rather than writing out answers to all of them. If writing out helps you/your colleague, by all means fill out the form to its fullest. But feel free to use the questions as points for consideration, discussion, and note-jotting more than a detailed document. This process is not meant to be laborious, but rather enlightening – skip most of the writing and use discussion as the primary mode here if that works better for you.*

Name of colleague being observed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of colleague observing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Observation session (1st, 2nd, 3rd, etc.)\_\_\_\_\_\_\_\_ Date of observation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of goals-planning session \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. What is the general lesson/unit/theme being taught for this lesson (e.g. paragraph writing, fractions, irregular present-tense verbs)
2. What is the specific observation class day focused on? (e.g. Writing good “hooks” and having topic sentences that are supported in paragraphs, why you can’t divide by 0, the many uses/expressions of “ser” in Spanish)
3. Think backwards:

A. What are your **goals** for this particular lesson in this particular unit?

B. What do you want the students to **learn** by the end of this class lesson?

C. What **evidence** will show you they have learned that? (*It’s fine if you aren’t sure right now, but try to jot some items down that you think would be evidence of your learning goals achieved.)*

1. What specific things do you want your colleague to focus on, look for, and provide you feedback on during the observation?
2. What are any other items, concerns, challenges, or comments you have about this particular observation that you’d like to address?

**Form 2**

**Colleague-to-Colleague Observation and Feedback – Feedback (After)**

*To be filled out by the educator who observed, and reviewed by both colleagues together in a feedback and debriefing session in which they share thoughts on how the class/lesson went. Numbers 1 - 2, 6 and 10 can be filled out before the observation; the rest can be filled out during or after. We suggest the observer take notes on a separate pad of paper and later transfer more organized, succinct comments to this feedback form.*

Name of colleague being observed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of colleague observing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Observation session (1st, 2nd, 3rd, etc.)\_\_\_\_\_\_\_\_ Date of observation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. What was the general lesson/unit/theme being taught for this lesson (e.g. paragraph writing, fractions, irregular present-tense verbs)
2. What was the specific observation class day focused on? (e.g. Writing good “hooks” and having topic sentences that are supported in paragraphs, why you can’t divide by 0, speaking and listening using “ser” expressions in Spanish)
3. What were the specific **goals** identified by the educator for this particular lesson? (Question 3A on Form 1)
4. In what ways did the teacher actively work toward those goals?
5. In what ways might he/she have worked more actively toward that goal?
6. What was the specific **learning** goal and **evidence** that the learning goal was achieved, identified by the teacher *(questions 3B and 3C on Form 1)*?
7. In what ways did the teacher work towards his/her learning goal for the students?
8. What **evidence** did you see that the learning goal was achieved?
9. What are other ways or kinds of evidence that the learning goal could be achieved that might be strengthened or attempted next time?
10. What specific things did the observed teacher ask you to focus on/observe specifically? (Question 4 on Form 1)
11. What did you notice about those specific areas?
12. Given the teacher’s goals, what questions or suggestions do you have for him/her about this lesson?
13. Did *you* learn anything worth noting while observing this teacher’s lesson (directly or indirectly)?
14. General comments, concerns, questions:

**Form 3**

**Colleague-to-Colleague Observation and Feedback – Debriefing (After)**

*To be filled out by the educator who was observed after receiving/reviewing the feedback (Form 2), and reviewed by both colleagues together in a feedback and debriefing session in which they share ideas and debrief about the observation overall.*

Name of colleague being observed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of colleague observing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Observation session (1st, 2nd, 3rd, etc.)\_\_\_\_\_\_\_\_ Date of observation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Debriefing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. What were your **goals** for this particular lesson in this particular unit?
2. Based on the feedback from your colleague and from your own assessment, do you feel that you met those particular goals for this lesson? Why or why not?
3. What did you want the students to **learn** by the end of this class lesson and what was the **evidence** you had identified previously that would demonstrate learning?
4. Do you feel those learning goals were met? Did you see evidence that they were? If so, comment on the outcome. If not, why did you feel they were not met, and/or why wasn’t there sufficient evidence of the learning?
5. What specific things did you want your colleague to focus on, look for, and provide you feedback on during the observation?
6. Did you get feedback in this area? If so, what did it tell you, and what might you do with it next time?
7. What questions do you have for your observer that haven’t yet been answered? Jot them down here for recording purposes and be sure to get them answered during the debriefing.
8. Were there any other items, concerns, challenges, or comments you had about this particular observation? Did you get some feedback on them? If not, what can you do (individually or as a feedback team) to remedy that?
9. What did you learn through this particular observation/feedback session? If you have any, jot down some new teaching goals here: