

Updated January 2022

CELT's Recommendations for Face-to-Face Teaching Observations

- x Listen to observations completely before responding to them. Try not to immediately explain, rationalize, or become defensive.
- x Check that you have understood the feedback and seek clarification as necessary. Ask the observer to provide specific examples.
- x Try to accept or incorporate formal and informal teaching observations as a normal and familiar part of your routine as a teacher

PHASE 5(OPTIONAL): WRITE-UP

Only if requested by instructor, observer writes summary letter. See recommendations about giving feedback from Phase 4.