



## **CLASSROOM VISITATION PLAN**

**Directions:** Complete this classroom visitation plan and return a copy to your Dean's office (only required for Regular and Tenure-Track Faculty) and copies to your peer reviewer(s) at least two days prior to the scheduled visitation. Peer reviewers visit two classes; Administrative reviewer(s) visit one class. Please complete one form for each course visited.

Instructor \_\_\_\_\_ Dean \_\_\_\_\_

Course Number and Title \_\_\_\_\_

Date of Visitation \_\_\_\_\_ Location \_\_\_\_\_

1. Describe course content to be discussed/activity to be performed.
2. Describe the methodology that is planned to convey the above content/activity.
3. Briefly outline the time schedule planned for the class session.
4. Attach copies of any hand-outs and/or course materials that may be useful and/or helpful to the observer. Include syllabus or other materials showing course objectives and grading policy.