

**The C.O.R.E. Program for Teachers
(Collaborative Observational Reflective Experience)**

Classroom Visit Guidelines

These guidelines are listed to help provide a non-judgmental, professional, valuable, and positive experience for all participants the C.O.R.E. Program for Teachers

Before the classroom visit

1. Initial communication between colleagues via email or phone.
2. Reminder: the classroom visit is not part of an assessment or evaluation and the focus is on having time to share best teaching practices together.
3. Set a time a date for a 30-minute classroom visit and a 30-minute follow-up chat.
4. Reminder: clinical notes taken and questions documented to aid in follow up discussion. Consequently, visitor will not be able to participate in classroom dialogue or activities.
5. Reminder: introductions is favorable at the beginning of your visit to reduce anxiety or questions from students.
6. Classroom visit form (blank) provided and questions about the form answered.

During your classroom visit

1. Visitor arrives a few minutes early.
2. Reminder: visitor will not be engaging in classroom activities.
3. Determine best place to sit (least distracting when you exit).
4. Use of Classroom Visit Form
 - a. Left column used to clinically list activities, observations, quotes
 - b. Middle column used to list chronology (as each activity unfolds)
 - c. Right column used to list questions
5. After 30-minutes, visitor leaves quietly.

After your classroom visit

1. Classroom Visit Form made available to participants.
2. Confirm the date and time for the 30-minute follow-up chat.

**The C.O.R.E. Program for Teachers
(Collaborative Observational Reflective Experience)**

This form is not part of the formal faculty evaluation process and will not be shared.

Teacher Name: _____ Observer: _____

Discipline/Course: _____ Date: _____

Clinical Observations	Time	Questions
Teacher's Reflective Thoughts and Possible Actionable Item(s)		