[Letterhead]

To Whom It May Concern:

On [date], I was able to observe [name] teacher his/her course titled [title of course]. This course meets [day/time] and is an [undergraduate/graduate/tandem] course.

*If materials were provide for review, write a couple sentences about positive aspects and areas for improvement. Potential sentences are:*

* The syllabus provided all the required aspects and additional helpful information.
* The exam clearly tests students on the stated learning outcomes.
* Additional course materials available as handouts (or in a course pack) provide value supplemental information.
* Assignment descriptions and rubrics are well design and easy to understand.

*Provide a few sentences to describe the general classroom management and interaction with students such as:*

* [Name] addressed students by name and was confident in presenting to the class.
* While students were asked several questions during the class session, additional wait time after each question would give them more time to provide thoughtful responses.
* It appears [name] enjoys teaching the class and was knowledgeable about the subject.
* The day’s lesson was introduced with an interest approach and clear learning objectives.
* While [name] was good at pacing most of the class, no time was available at the end of the class session to provide a summary of the main points.
* Active learning strategies were successfully integrated to encourage student engagement.

*If the class is primarily a discussion-based course, potential areas to note are as follows:*

* Students were provided with ample opportunities to contribute to the discussion.
* [Name] was able to encourage student comments and facilitate lively discussion.
* When students provided incorrect responses, [name] could perhaps ask other students for their thoughts to lesson the severity of recognizing incorrect responses.

*If the class is more lab-based, potential areas to note are as follows:*

* Adequate time was spent explaining the day’s activity, but no effort was made to check understanding before starting.
* [Name] provided clear directions for the day’s activity before students were asked to move to stations/groups.
* [Name] moved around the room while students worked independently and recognized when they needed additional help.

*Provide overall comments about the teaching observation with specific focus on overall strengths are one or two specific areas of necessary improvement. This could be written something like the following:*

* Overall, [name] is an exceptional, student-focused instructor. He is knowledgeable about his subject matter and enjoys providing his expertise through engaging classroom lectures. With some additional time and effort dedicated to providing more transparent assignment descriptions and rubrics, he can continue to help his students achieve their fullest potential.

Sincerely,

Signature

Name

Title