CLASSROOM OBSERVATION TIMELINE

FOR GENERAL TEACHING ASSISTANTS

2+ WEEKS PRIOR TO OBSERVATION
- Schedule a day to teach on campus and be observed.

2 WEEKS PRIOR TO OBSERVATION
- Complete online form to request classroom observation.
- Receive confirmation of observation day and time.

1-2 WEEKS PRIOR TO OBSERVATION
- Email a copy of your lesson plan to CTL staff.

DAY OF OBSERVATION
- CTL staff observes and records video of the class.
- Reserve the last 5-10 minutes of class for distributing and collecting student feedback forms.

1 BUSINESS DAY AFTER OBSERVATION
- CTL staff uploads video on Canvas.

2 BUSINESS DAYS AFTER OBSERVATION
- CTL staff emails their observation notes.

<1 WEEK AFTER OBSERVATION
- Attend debrief session with CTL staff.
- Receive student feedback forms.

2 BUSINESS DAYS AFTER POST-OBSERVATION DEBRIEF
- Submit reflection paper online.
  http://ctl.gatech.edu/content/classroom-observation-post-observation-reflection