

DATE

To: RECIPIENT[S]

From: VISITOR

Re: Visit to PROFESSOR's SPECIFIC COURSE ID & NUMBER

Paragraph 1, opener and capsule summary

- 1) "I'm writing to share my [impressions/observations/evaluation] of my visit[s] to Professor X's SpCm/Engl NUMBER class on DATE[S]." *Possible:* Information on the specific class visited, e.g. once per week, a Friday afternoon, early/late in the semester
- 2) Single-sentence summary – size of class, category/ies of major class activity/ies, 2-3 descriptive and/or evaluative adjectives.

Paragraph 2

How the class began; the aim of the opener; evidence of preparation
Specifics of early class activity and instructor actions/choices. Mention positives such as wait time, levels of student participation.

Paragraph 3

Details of the class – what was covered, read, discussed. For clarity on some details, it may be necessary to consult with the instructor, syllabus, and/or textbook
Impression of how the class was going – with specific details. Could include visitor's personal reaction, level of student participation

Paragraphs 4-6 or so

Details about the instruction and student/instructor interaction – e.g., use of humor, energy, preparation, connection to previous or subsequent classes, activities, or outcomes.
Use and effectiveness of technology, if applicable

Upshot of the day's work, e.g., introduction of theory, application of theory, scaffolding for student learning – with specific details. Sense of how successful specific moments/approaches have been

Effective practices observed in class and/or effective practices that might be introduced.

Paragraph 7

Closing