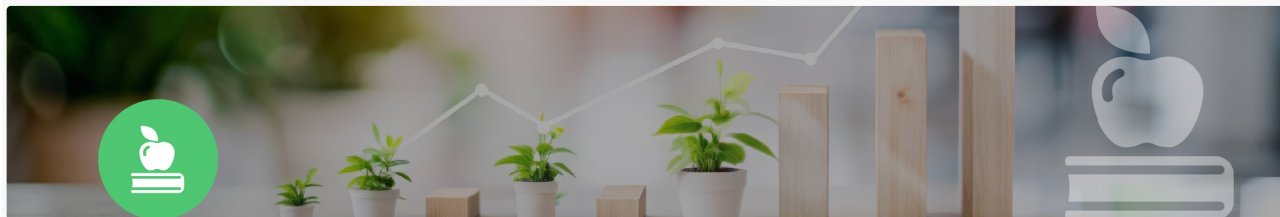


Class Visit

Version 26

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Overview

Class visits are opportunities for you to receive objective feedback on your teaching practices to identify your strengths and current areas for growth. Class visits complement student feedback by providing a different perspective on teaching effectiveness and consider aspects of course delivery that are not familiar to students, such as lesson planning and assessment design.

Class visits are conducted by your Chair once every three years for full-time faculty, or once a semester for probationary full-time faculty. There are three components to the class visit:

Preparing for Your Class Visit

- **Work with your Chair** to identify a suitable class for the visit. This should be a regular lesson day, and not an assessment day. The class may be in-person, online, or Flex as discussed with your Chair.
- **Prepare a lesson plan.** You may use a [lesson planning template](#) or a format of your choice. Include descriptions of:
 - learning objectives
 - assessment of objectives
 - inclusive learning activities
 - engagement strategies
- **Reflect** on what you would like to accomplish during the class visit. What are the goals for the lesson, for your students, and for yourself? What skills would you like to demonstrate? What feedback about your teaching would you like to receive?
- **Send the goals** of your lesson along with your lesson plan to your Chair at least one week before your scheduled visit. You may use Part A of the [Class Visit template for Faculty](#) or a

different means of communicating this information.

During Your Class Visit

- **Introduce** the visitor to students. Explain that they will be attending today's session as a guest.
- **Share** with the class visitor any handouts, links or other lesson resources provided to students.
- If you are using online breakout rooms, you may bring the visitor with you into any rooms that you join; however, avoid assigning the visitor to a room with students only.
- **Facilitate** the class as you normally would. Relax, and let your teaching magic shine!

During a class visit, the visitor may take note of some or all of the following areas as they relate to Seneca's teaching [Standards of Practice](#):

- Your professional capacity as an educator in your field
- Lesson design and alignment with delivery mode
- Demonstration of inclusive teaching practices
- Student engagement during the lesson

You can find guiding questions for each of these areas on the [Class Visit template for Chair](#).

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