

CHECK LIST FOR CONSULTANTS (AFTER VIDEOTAPING)

___ 1. Outline the agenda for the review session.

Initial comments by GSI

Viewing and discussing

Identify areas for improvement

Generate strategies for change

___ 2. Start out by asking what were the general impressions the GSI had when watching the tape

___ 3. Watch the tape with the GSI.

--Allow the GSI to control the remote

--Invite the GSI to offer comments

--If necessary ask questions to help GSI get started (e.g., How did you feel during the taping? Did anything catch your attention? How did you think the students responded to your questions? Were there any moments that you thought were difficult for the students? How do you think this group activity went?)

--Comment on strengths

--Avoid being judgmental; describe specific behaviors that the GSI can realistically change

--Be sensitive to how the GSI is receiving your comments

___ 4. Help GSI to identify and prioritize 3 or 4 areas for improvement

___ 5. Generate strategies to implement changes

___ 6. Closing

--ask for feedback on the consultation process

--answer questions

--schedule follow-up