

**CHECK LIST FOR CONSULTANTS  
(PRIOR TO VIDEOTAPING)**

\_\_\_ 1. **ESTABLISH CONFIDENTIALITY.** The GSI must be notified that his/her tape will be used only for the purposes of consultation. It will not be viewed by others without the students explicit permission. The consultant should also let the GSI know that he or she will not discuss the GSI's teaching with anyone.

\_\_\_ 2. Review the steps involved in the videotaping process:

- A. This pre-videotaping interview (15 mins.)
- B. Videotaping of class
- C. After taping, individual viewing by the GSI and then by the consultant
- D. One-hour consultation with goal-setting

\_\_\_ 3. Background information:

What course is the GSI teaching?

Any previous teaching experience?

\_\_\_ 4. What aspect of the course will be videotaped?

- A. Pre-lab\_\_\_ B. Lecture\_\_\_\_\_ C. Discussion
- D. Problem Solving\_\_\_
- E. Other\_\_\_\_\_

\_\_\_ 5. How does the GSI feel her/his section(s) is going?

\_\_\_ 6. Are there specific areas that the GSI would like to receive feedback on? Examples: student participation, pacing, sequencing, chalkboard use, handling student questions, summarizing discussion, interactions among students, group work, questioning techniques, content, etc.

\_\_\_ 7. What subject matter will the GSI be covering in the videotaping?

\_\_\_ 8. How will you specifically teach the subject matter, i.e., what techniques will you use.  
(You should ask the GSI to walk you step by step through the hour.)

\_\_\_ 9. What would the GSI like the students to take away from this session?

\_\_\_ 10. How does the GSI feel about being videotaped?

\_\_\_ 11. Any questions?