**Instructor Responsibilities**
- Completes an application describing current teaching context, teaching philosophy, strengths, weaknesses, and goals.
- Approves or rejects pairing with Peer Coach.

**Instructor Responsibilities**
- Discusses information on application, discusses other issues (see Gold Sheet), raises concerns, schedules classroom observations and meeting times.
- Completes Pre-Observation Form (see Green Sheet) and discusses content with Peer Coach at Peer Observation meeting.
- Leads class sessions.
- Meets with Peer Coach to debrief (see Red Sheet).
- Arranges to videotape, at least, one class session.
- Reviews videotape and optional review with Peer Coach.
- Shares relevant course materials with Peer Coach.

**Instructor Responsibilities**
- Completes Final Self-Evaluation.
- Shares Final Self-Evaluation with Peer Coach.
- Discusses implications, reviews the content of the instructor's Final Self-Evaluation.

**Instructor Responsibilities**
- Completes Final Program Evaluation Form.
- Meets with LEARN Center staff about potential changes to the program, etc.

**Peer Coach Responsibilities**
- None.
- Reviews application and approves or rejects pairing with instructor.
- Contacts instructor to schedule preliminary meeting.
- Seeks clarification of information on application, discusses goals, schedules classroom observations and meetings.
- Holds Pre-Observation meeting with instructor (see Green Sheet).
- Observes class sessions (see Blue Sheet).
- Debates with instructor.
- Interviews students (optional).
- Reviews course materials (see Pink Sheet), discussing review with instructor.
- Discusses videotape of classroom presentation (optional).

**Peer Coach Responsibilities**
- Completes Final Report.
- Shares Final Report with the instructor, discusses its implications, reviews the content of the instructor's Final Self-Evaluation.

**Peer Coach Responsibilities**
- Completes Final Report with the instructor, discusses its implications, reviews the content of the instructor's Final Self-Evaluation.

**Peer Coach Responsibilities**
- Completes Final Program Evaluation Form.
- Meets with LEARN Center staff about potential changes to the program, etc.