

Appendix B
Student Request for Observation (IEP and/or ESL)
Department of Applied Linguistics & ESL

1. Fill out form and submit to IEP Director (Cheryl Delk, 1252, 34 Peachtree)
2. IEP Director will email you (cc'ing observee) with observation date, time, and instructor's contact information

Note:

- Please do not approach individual instructors to set up observations
- Allow at least one week for an observation to be arranged

Name			
Email address			
Supervising Faculty		Course Title	

What type of course would you like to observe? Please ***circle*** all that apply (keep in mind that assigned observation will be based on responses from instructors to volunteer, their availability, etc.)

Skill area	Level
Extensive Reading Oral Fluency	Beginning (IEP)
Reading & Listening Structure & Composition	Intermediate (IEP)
Academic Writing Oral Communication	Advanced (IEP)
Freshman Composition	Undergraduate (ESL)
Oral Communication or Academic Writing	Graduate (ESL)
Availability	
Please list the days and times over the next two weeks that you are available to observe a course. <i>ESL courses (undergraduate & graduate) do not meet on Friday.</i>	

I understand that my request will be honored based on availability and needs. I also agree to acknowledge participating faculty members' professional service by writing them a formal thank-you letter that can go into their portfolio.

Signature of Student

Signature of Supervising Faculty