To Whom It May Concern:

On *date*, I conducted a classroom interview with *Instructor*’s students in *course number and title*. *Number* students were present. The interview took place *over zoom or in classroom #*, which was *the regular/a different* classroom.

*Instructor* was not present for the interview and the students were assured that their answers and votes would be anonymous. The meeting was not recorded. After explaining to the students what I was doing and emphasizing the importance of receiving thoughtful feedback from students about their instructors, I asked them to consider two questions:

(Q1) What are the most effective aspects of *Instructor*’s teaching?

(Q2) What suggestions would you offer for improving *Instructor*’s teaching?

I asked the students to think about the questions for a few minutes and then put them into small groups to discuss. Then, taking each question in turn, I asked the students to share some answers, and to use concrete examples whenever possible. For each answer shared, I asked the rest of the class if anyone wanted to comment on, elaborate on, or otherwise discuss the matter. After these discussions, I took polls to see how many students agreed with the answers.

In response to (Q1), the students focused on *major takeaway*.

* *Specific examples*

In response to (Q2), the students suggested *major takeaway*.

* *Specific examples*

*Summarize results and add any other comments*.

*Signature*