

OBSERVATION PLAN

What is the purpose of the visit?

To get a clear picture of reality _____

To establish a baseline for setting a goal _____

To monitor progress toward a goal _____

Some other purpose _____

What kind of feedback is desired?

Appreciation _____

Coaching _____

Evaluation _____

Some other form _____

What data will be gathered?

Time on task _____

Experience sampling _____

Ratio of interaction _____

Instructional and non-instructional time _____

Real learning index _____

Ratio of interaction _____

Corrections _____

Disruptions _____

Respectful interactions _____

Questions

- Open vs. closed _____
- Right/wrong vs. opinion _____

Level _____

Opportunity to respond _____

Correct academic responses _____

Different students responding _____

Teacher vs. student talk _____

Other _____

When will I visit the class?

Location _____

Date _____

Time _____

Should I talk with students?

Yes _____

No _____

Special information about students or the class:

Where should I sit?

Is it OK for me walk around the classroom during the lesson?

Yes _____

No _____

Is it OK for me to talk with students during the lesson?

Yes _____

No _____

Other information I should know:

How will I share data?

Face-to-face _____

Via email _____

Some other way _____

Next meeting:

When _____

Where _____