

# OBSERVATION PLAN

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**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 \_\_\_\_\_

(Continued)

**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 \_\_\_\_\_