

1 APPENDIX D
2 OBSERVATION FORM

3 DETAILED INFORMATION IN RELATION TO OBSERVATION FORM.

4 ACTIVITY (Method and Techniques)

5 The lesson, lecture, demonstration, discussion, panel, student reports.

6 EQUIPMENT USED (If Any)

7 A.V., other aids (commercial or homemade), sufficient quantity.

8 RESPONSE OF STUDENTS

9 Attentiveness, interaction (verbal), appearance of understanding lesson,
10 demonstration of skill, students exhibit what instructor expects of them.

11 ORGANIZATION

12 Opening and ending procedures, grouping, necessary material readily available,
13 optimum use of time, lesson plans, organized and in sufficient detail to enable teacher to
14 maintain continuity.

15 APPEARANCE OF ROOM OR AREA (Within Control of Teacher)

16 Neatness, organized, light, heat, bulletin boards, pleasant atmosphere, is room
17 shared.

18 FACTORS AFFECTING CLASS

19 Number of students, composition of class, interruptions, weather, activity that day
20 or previous and subsequent to, Special Education students.

1 **CLASSROOM OBSERVATION AND CONFERENCE FORM**

2 PROBATIONARY 1 2 ENROLLMENT EVALUATEE _____

3 PERMANENT # PRESENT SCHOOL _____

4 SUBJECT & GRADE: DATE

5 ABILITY LEVEL: LOW AVERAGE HIGH OTHER

6 PERIOD LENGTH OF OBSERVATION

7 Areas for Comment: Activity, equipment and materials, student response,
8 organization, appearance of room, factors affecting class.

9 **OBSERVER'S COMMENTS:**

10

11

12

13 Teacher Signature: _____

14 Observer: _____

15 Position: _____

16 **TEACHER COMMENT**