

APPENDIX D  
OBSERVATION FORM

DETAILED INFORMATION IN RELATION TO OBSERVATION FORM.

ACTIVITY (Method and Techniques)

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

EQUIPMENT USED (If Any)

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

RESPONSE OF STUDENTS

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

ORGANIZATION

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

APPEARANCE OF ROOM OR AREA (Within Control of Teacher)

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

FACTORS AFFECTING CLASS

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

**CLASSROOM OBSERVATION AND CONFERENCE FORM**

PROBATIONARY 1 <input type="checkbox"/> 2 <input type="checkbox"/>	ENROLLMENT:	EVALUATEE:	
PERMANENT <input type="checkbox"/>	# PRESENT:	SCHOOL:	
SUBJECT & GRADE:		DATE:	
ABILITY LEVEL:      LOW <input type="checkbox"/>	AVERAGE <input type="checkbox"/>	HIGH <input type="checkbox"/>	OTHER <input type="checkbox"/>
PERIOD:	LENGTH OF OBSERVATION:		

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

**OBSERVER'S COMMENTS:**

Teacher Signature: \_\_\_\_\_

Observer: \_\_\_\_\_

Position: \_\_\_\_\_

**TEACHER COMMENT:**