GENERAL GUIDELINES Wear appropriate clothing. Call in advance to make an appointment with supervising teacher. You fill out your observation verification sheet ahead of time so that at the end of the visit the supervising teacher needs simply to sign the form. Try to create as little disturbance as possible while you are in a classroom.

NOTE-TAKING As you observe the teaching professional at work, take note of the methods used in the various areas mentioned below. Not every question may apply to your grade level. Make your notes brief and to the point. Include any questions that may arise as you observe. After your observation, try to discuss questions you have with the cooperating teacher.

ROOM ARRANGEMENT
• How was the room arranged?
• Where was the teacher's desk in relation to the students' desks?
• Were there any interest centers, and, if so, where were they located?
• Can you see specific reasons for the room arrangement?

STUDENT/TEACHER INTERACTION
• What is the relationship between the teacher and students?
• What are the children's attitudes toward each other?
• How does the teacher provide for individual needs of the students?
• Is there much communication between student and teacher outside of the class lesson?

OBSERVATION FORM

STUDENT INTERN ______________________________________

DATE OF OBSERVATION ______________________________________

LOCATION OF OBSERVATION ______________________________________

COOPERATING TEACHER ______________________________________
DISCIPLINE
- How was discipline maintained? Would you have been comfortable with the noise level?
- Was there any use of rewards?
- How was punishment administered?
- What did students do while not in class?
- How was the unusual handled?

THE LESSON
- What preparation had been done by the teacher prior to the lessons?
- What were the objectives of the lessons?
- What type of motivation was used to interest the class in the lessons?
- What learning materials were used?
- How does the teacher provide help to individual students-during class or between classes?
- What kinds of questions does the teacher ask?
- What audio-visual materials were used?
- Was the computer used in any way?
- Did the teacher make assignments? How were they made?
- Do the children follow the directions well?
- ADDITIONAL COMMENTS (required). Attach a separate sheet of paper to this form and record your general observations regarding your visit to this school.

RETURN THIS FORM ALONG WITH THE OBSERVATION VERIFICATION FORM TO THE APPROPRIATE ILC EDUCATION PROF.