

Sample Observation/Participation Journal Format

Name _____ Date _____

School _____

Classroom _____ Grade or Subject _____

1. On initial observation:
Draw classroom floor plan and label.
List major sets of materials and equipment.
Copy teacher's daily schedule and general lesson plan format.
Provide general demographic data describing students and school.

Write running account of what teacher did and said.
2. On all subsequent visits:
Write running account of what teacher did and said.
Focus on how the teacher teaches, how he or she organizes time space, and resources. What materials and techniques are employed?
3. Add--During week 2 select one child who appears to be having difficulty and focus your observations on that learner.
Write running account of what that child and said while you were in the In the classroom.

Reflect on your notes and summarize what you learned about that student.
4. Add--During week 4 select another child who appears to be having difficulty and focus your observations on that learner.
Write running account of what that child did and said while you were in the classroom.

Reflect on your notes and summarize what you learned about the student.
5. Add--Write a running account of your own involvement in the class.
Reflect on your notes and summarize what you are learning about teaching and learning.

Conference/Tutorial Form

School -----

Date-----

Teacher ----- Grade or subject -----

Learner
strengths-----

Learner focus-----

Learner presents:

Learner self-assesses:

Comments: