

## PRE-SERVICE FIELD EXPERIENCE FORM

Observer's Name \_\_\_\_\_

Teacher Observed \_\_\_\_\_

School/Grade \_\_\_\_\_

Date/Time \_\_\_\_\_

### PHYSICAL ENVIRONMENT

**Describe the physical environment of the classroom by completing the following checklist. Check all that apply.**

Did the teacher use table groups for seating? \_\_\_\_\_

Did the teacher use rows for seating? \_\_\_\_\_

Were the students able to see the teacher and the board clearly? \_\_\_\_\_

Were the students able to move around the room? \_\_\_\_\_

Could the teacher see everyone clearly? \_\_\_\_\_

Were there displays of student work? \_\_\_\_\_

Were materials organized and available? \_\_\_\_\_

**Comments related to the physical environment:** \_\_\_\_\_

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### CLASSROOM ROUTINES

1. What did the teacher do as students arrived in the classroom?

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2. What did the students do as they entered the classroom?

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3. What routines or procedures were apparent during your observation?

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**RECORD-KEEPING**

1. How is attendance taken?

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2. How is the grade book set up? Is it handwritten or kept on a computer/online?

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**STUDENT DISCIPLINE**

1. Were classroom rules posted where students could see them? Where?

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2. List the rules that were posted.

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3. How well did the students follow the rules?

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4. Did the teacher enforce the rules?

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5. Was it apparent that the teacher had a discipline plan? Explain.

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6. How did the teacher stop or redirect inappropriate behavior?

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7. Was the teacher effective with discipline management? Explain.

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**TEACHER BEHAVIOR**

**Check all behaviors demonstrated by the teacher you observed.**

- \_\_\_\_\_ Determined the success of the lesson
- \_\_\_\_\_ Supervised/monitored student practice
- \_\_\_\_\_ Provided sufficient practice for students to master each step of the objective
- \_\_\_\_\_ Assumed major responsibility for task completion
- \_\_\_\_\_ Questioned frequently to check for understanding
- \_\_\_\_\_ Provided immediate and thorough feedback
- \_\_\_\_\_ Walked around the room to monitor students during activities
- \_\_\_\_\_ Re-taught as necessary
- \_\_\_\_\_ Worked with whole group, small groups, and individuals at various times throughout the lesson

1. Which of the above teacher behaviors were most effective? Explain.

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**Check the behaviors you observed:**

- \_\_\_\_\_ Addressed questions to each student
- \_\_\_\_\_ Seatwork monitored to ensure participation and understanding
- \_\_\_\_\_ Volunteers called on occasionally
- \_\_\_\_\_ Asked questions and waited for responses (3-5 second wait time)
- \_\_\_\_\_ Encouraged participation from all students

2. Which of the above behaviors were most successful? Explain.

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**Give examples of the following teacher actions.**

3. Teacher used prompts to guide students towards success. Write the prompts here.

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4. Teacher extended a student's response. Write the extension here.

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5. How were students recognized during classroom discussion?

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6. How did the teacher acknowledge correct responses? List five examples.

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7. How did the teacher acknowledge incorrect responses? List five examples.

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8. Who was called on most often? Why do you think this occurred?

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9. Was there a pattern in whom the teacher called on? Explain.

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10. Were there any students who did not participate? Explain.

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**INSTRUCTIONAL STRATEGIES**

1. What was the instructional objective of the lesson?

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2. How was the purpose explained to the students?

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3. How was the value of the lesson explained?

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4. How did the teacher begin the lesson?

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5. What kinds of student activities were observed?

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6. How did the teacher encourage slow or reluctant students?

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7. What were the main points of the lesson? How were these stressed?

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8. How did the teacher demonstrate the lesson or learner objective?

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9. How did the teacher keep students engaged throughout the lesson?

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10. How was the learning applied by the students?

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11. Explain student actions that indicated the lesson was presented clearly.

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12. Explain student actions that indicated a lack of clear communication.

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13. What materials were used to teach the lesson?

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14. How did the teacher close the lesson?

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**EVALUATION AND FEEDBACK**

1. How did the teacher monitor, evaluate, and give feedback to students? Check all that apply.

- Communicated the specific learning objective to students
- Questioned or elicited oral responses from most of the students
- Elicited written responses from most of the students
- Sent students to the board to demonstrate their understanding
- Provided corrective feedback to clarify their misunderstanding
- Moved around the room to monitor student learning
- Consistently scanned the class

2. Did most of the students have an opportunity to demonstrate their understanding of the lesson? Explain and list examples.

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**ENRICHMENT**

1. What did students do when they finished the lesson/assignment?

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2. What creative devices did the teacher employ for early finishers?

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**FEELING/TONE IN THE CLASSROOM**

**Make a checkmark to indicate which of the following aspects were observed:**

- Students and teacher treated others with courtesy and respect
- Teacher had a positive rapport with students
- Teacher encourages slow or reluctant students to participate
- Teacher's classroom management skills were effective
- Teacher feedback was positive
- Teacher feedback was prompt
- Teacher corrected errors in positive, supportive manner
- Teacher maintained closeness with all learners in the classroom
- One-on-one interaction with students was limited to short periods (less than one minute)
- Teacher used expressions, gestures, and words to provide praise
- Teacher demonstrated acceptance and respect for all learners

Post-observation conference was conducted on \_\_\_\_\_.

Acknowledged by

\_\_\_\_\_  
Cooperating Teacher