## FIGURE 10.8  Sample Checklist Classroom Observation Form

<table>
<thead>
<tr>
<th>Teacher: Nancy Chandley</th>
<th>Observer: Martine Orozco</th>
</tr>
</thead>
<tbody>
<tr>
<td>Observation Date: November 14, 2017</td>
<td>Start Time: 10:25       End Time: 10:45</td>
</tr>
<tr>
<td>Total Observation Time: 20 minutes</td>
<td>Period of the Day: Block 2</td>
</tr>
<tr>
<td>Number of Students: 26</td>
<td>Grade: Freshman</td>
</tr>
<tr>
<td>Class: English I</td>
<td>Lesson Topic: Writing narrative essays</td>
</tr>
<tr>
<td>Post-observation Conference Date: November 15, 2017</td>
<td></td>
</tr>
</tbody>
</table>

### Students were:
- [ ] Working in small, cooperative groups
- [ ] Making a presentation
- [ ] Taking a test
- [x] Working independently at their desks
- [ ] Viewing a film
- [ ] Other:

### Teacher was:
- [ ] Lecturing
- [ ] Facilitating a question-and-answer sequence
- [x] Working independently with students
- [ ] Demonstrating a concept
- [ ] Introducing a new concept
- [ ] Reviewing for a test
- [ ] Coming to closure
- [ ] Other:

### Comments:

Students were working independently at their desks. The rearrangement of the room (desk, podium, table) allowed you to work independently with students on their essays and to keep an eye on students working at their desks.

Perhaps you should hold the next freshman-level meeting in your room so others can see your room arrangement. Thanks for letting me visit your room and see the work you do to help our students become better writers. I appreciate your efforts.

Martine Orozco