

## Focused Observation Form

\* = Half Time Practicum + = Full Time Practicum

Use the following indicators from Danielson's Enhancing Professional Practice to assess progress.

### DOMAIN 1 – PLANNING AND PREPARATION

#### (1a) Demonstrating Knowledge of Content and Pedagogy

1. \* Demonstrated breadth of knowledge, appeared well informed, and relayed facts and information accurately.
2. \*+ Demonstrated knowledge of the use of appropriate teaching strategies and methods.
3. + Demonstrated ability to integrate subject areas.

#### (1b) Demonstrating Knowledge of Students

1. + Introduced new concepts using prior knowledge of pupils and provided opportunities for practice.
2. \*+ Demonstrated a genuine interest in pupils and their education, both in and out of the classroom
3. \*+ Demonstrated a sensitivity to and understanding of multicultural, environmental, and gender issues.

#### (1c) Selecting Instructional Goals

1. \*+ Reviewed Michigan Curriculum Framework for benchmark standards.
2. \*+ Reviewed district curriculum guides and grade level standards.
3. \*+ Prepared long range goals and objectives for units taught to meet curriculum standards.
4. + Prepared daily objectives and lesson plans based on grade level standards at least one week in advance.

#### (1d) Demonstrating Knowledge of Resources

1. \*+ Selected and created instructional materials using a variety of media technologies.
2. \*+ Demonstrated computer knowledge and utilized technology as an integral part of the instructional process.
3. \*+ Used school, district, community or REMC centers to appropriately meet the needs and standards

#### (1e) Designing Coherent Instruction

1. \*+ Presented lessons and assignments clearly.
2. \*+ Presented specific student objectives.
3. \*+ Developed student activities to match objectives.

#### (1f) Assessing Student Learning

1. \*+ Used a variety of formal and informal assessment techniques to evaluate student progress.
2. \*+ Cognizant of Michigan Education Assessment Program (MEAP) expectations.
3. + Aligned assessments to objectives.

### DOMAIN 2 – THE CLASSROOM ENVIRONMENT

#### (2a) Creating an Environment of Respect and Rapport

1. \*+ Exhibited respect and sensitivity to needs and feelings of others.
2. \*+ Listened attentively and empathetically to others.

#### (2b) Establishing a Culture for Learning

1. + Established and maintained a safe, positive classroom environment.
2. + Maintained high and appropriate expectations, equitable treatment, and fostered self-esteem for pupils regardless of races, cultures, and genders.
3. + Provided opportunities for all pupils to experience success in a non-coercive environment.

#### (2c) Managing Classroom Procedures

1. + Organized routines and procedures which promoted greater time on task.
2. \*+ Assisted pupils in making smooth transitions between activities.

#### (2d) Managing Student Behavior

1. \*+ Demonstrated appropriate classroom management and disciplinary techniques to ensure a safe and orderly environment conducive to learning.
2. \*+ Responded to classroom problems in a fair and consistent manner

#### (2e) Organizing Physical Space

1. + Arranged room for optimal student learning.

### DOMAIN 3 - INSTRUCTION

#### (3a) Communicating Clearly and Accurately

1. \*+ Communicated effectively through verbal and non-verbal means.
2. \*+ Spoke clearly using conventional grammar, diction, volume, and pacing.
3. \*+ Wrote clearly using conventional grammar, spelling, and penmanship style.

#### (3b) Using Questioning and Discussion Techniques

1. \*+ Used knowledge of research-based and appropriate questioning skills
2. + Provided experiences which develop critical and creative thinkers.
3. \*+ Demonstrated proficiency in leading large group instruction.
4. \*+ Demonstrated proficiency in leading small group instruction.

#### (3c) Engaging Students in Learning

1. + Provided opportunities for differences in learning styles and multiple intelligences.
2. \*+ Used a variety of methods appropriate to the ability of the students in the class, including cooperative learning strategies, hands-on activities, simulations, etc.
3. + Provided for active pupil participation individually and cooperatively.
4. \*+ Motivated pupils in a lively and interesting manner.

#### (3d) Providing Feedback to Students

1. \*+ Shared lesson expectations with students.
2. \*+ Provided feedback during instructional activities.
3. \*+ Gave feedback on student assignments, projects, and performances.

#### (3e) Demonstrating Flexibility and Responsiveness

1. + Recognized pupil disinterest and adjusted teacher behavior.
2. + Modified instruction based on assessment diagnosis and evaluation of pupil progress.
3. \*+ Demonstrated qualities of flexibility, adaptability, and organization.

### DOMAIN 4 – PROFESSIONAL RESPONSIBILITY

#### (4a) Reflecting on Teaching

1. \*+ Evaluated self realistically, sought ways to improve, and set personal and professional goals.
2. \*+ Demonstrated appropriate personal adjustment, stress management, and remained routinely healthy and energetic.
3. \*+ Conveyed a sense of satisfaction about his/her decision to become a teacher, and displayed a genuine love of teaching.

#### (4b) Maintaining Accurate Records

1. + Maintained lesson and unit plans so they could be used by others.
2. \*+ Prepared handouts, tests, rubrics in advance so others could use them.
3. + Maintained records of student performance in grade books, portfolios, or electronically.
4. \*+ Maintained attendance records and other records accurately.

#### (4c) Communicating with Families

1. \*+ Established and maintained on-going and effective communication with parents (i.e. newsletters, phone calls, notes home, etc.)
2. + Attended open houses (\*+) and conferences (+)

#### (4d) Growing and Developing Professionally

1. \*+ Remained receptive to suggestions for increased effectiveness.
2. \*+ Sought opportunities for continuous improvement of skills.
3. \*+ Relayed a sense of enthusiasm for learning.

#### (4e) Contributing to the School and District

1. \*+ Established rapport and collaboration with peers and extended school staff.
2. \*+ Accepted the legal and ethical responsibilities of teaching.
3. \*+ Followed district and school policies.

#### (4f) Showing Professionalism

1. \*+ Served as an appropriate role model for pupils.
2. \*+ Demonstrated dependability and punctuality.
3. \*+ Exhibited industriousness and initiative.
4. \*+ Demonstrated honesty and integrity.
5. \*+ Demonstrated appropriate humor and tact.
6. \*+ Demonstrated curiosity and creativity
7. \*+ Demonstrated appropriate dress, cleanliness, and manners

**TEACHER ASSISTING OBSERVATION SUMMARY**  
GRAND VALLEY STATE UNIVERSITY-GRAND RAPIDS, MICHIGAN 49504  
(Field Coordinator – Special Education ED 332 only)

Student's Name:

Teacher Assisting Field Experience at Grand Valley State University Dates:

Field Coordinator:

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This report summarizes observations of the student in the field during the student's teacher assisting experience. The focus of the summary report is based on the four domains, as established by the College of Education. The format should include the setting in which the student performed their assisting, including school, area, grade, diversity, etc. The four domains to consider in writing the summary are: Planning and Preparation, Classroom Environment, Instruction, and Professional Responsibilities.  
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Would you recommend this student for directed teaching?     Yes     No

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date

Grand Valley State University    College of Education    920 Eberhard Center    Grand Rapids, MI 49504