

Consultant Observation Form

Consultant observed:

Name of observer:

Date:

Personal Approach to the Student:

(This can include how the consultant greeted the student, introduced themselves, made the student feel welcome)

The writing consultant was observed to:

Setting the Agenda

(This can include how the consultant asked about the assignment/paper/project, clarified the assignment expectations, asked about the student's concerns and/or found a focus/plan for the session)

The writing consultant was observed to:

Engaging the Student

(This can include how the consultant asked questions to encourage participation, how the consultant listened, and how they encouraged students to respond and ask questions)

The writing consultant was observed to:

Giving Feedback

(This can include how the consultant expressed something positive about the students' writing, how they addressed the students' concerns, gave specific examples, how they used resources, and/or how they checked the student's comprehension and adapted to problems).

The writing consultant was observed to:

Concluding the Session

(This can include how the consultant summarized the session, articulated a revision plan, asked if the student had any unaddressed questions, and/or encouraged the student to return to the WC)

The writing consultant was observed to:

Time Management

(This can include how the consultant managed the students' concerns/priorities, whether the sessions started/ended on time, and how technology [Book It, Google Meet, etc] was navigated in the session).

The writing consultant was observed to:

Open Ended Questions

List the strengths of the consultation.

What might have made the session better?