Prior to the observation, you will meet with your tutor. During this meeting, you will ask your tutor to identify three-four focal areas for the observation. Think about the instructional components around which the tutor has questions or would like to make a change. After the observation, you and the tutor will meet again to debrief around the evidence you collected.

| **Focal Areas** | **Clearly evident** | **Mostly evident** | **Somewhat evident** | **Not evident** | **Evidence*** What activities are offered?
* What does the tutor/learner say?
* What does the tutor/learner do?
* What does the tutor/learner read or write?
 |
| --- | --- | --- | --- | --- | --- |
| **Instruction** |
| 1. Tutor communicates the lesson objectives to the learner in a way he/she can understand.
 |  |  |  |  |  |
| 1. Tutor starts the lesson with what the learner already knows, and then builds in new skills and content at an appropriate rate.
 |  |  |  |  |  |
| 1. Lesson activities require learner to do more “work” than the tutor.
 |  |  |  |  |  |
| 1. Tutor asks questions that require the learner to engage in critical thinking.
 |  |  |  |  |  |
| 1. Tutor models or demonstrates skills or strategies to support learner comprehension.
 |  |  |  |  |  |

| **Focal Areas** | **Clearly evident** | **Mostly evident** | **Somewhat evident** | **Not evident** | **Evidence*** What activities are offered?
* What does the tutor/learner say?
* What does the tutor/learner do?
* What does the tutor/learner read or write?
 |
| --- | --- | --- | --- | --- | --- |
| **Instruction** |
| 1. Tutor develops/uses activities that allow the learner to practice the target skill multiple times in different contexts.
 |  |  |  |  |  |
| 1. Tutor provides extension activities or homework to target lesson skill use/practice outside the classroom.
 |  |  |  |  |  |
| 1. Tutor addresses multiple learning styles by including a variety of activities that allow the learner to practice through different modes.
 |  |  |  |  |  |
| **Materials** |
| 1. Tutor uses current materials appropriate for adult learners.
 |  |  |  |  |  |
| 1. Tutor includes authentic materials and resources to enhance problem-solving skills.
 |  |  |  |  |  |

| **Focal Areas** | **Clearly evident** | **Mostly evident** | **Somewhat evident** | **Not evident** | **Evidence*** What activities are offered?
* What does the tutor/learner say?
* What does the tutor/learner do?
* What does the tutor/learner read or write?
 |
| --- | --- | --- | --- | --- | --- |
| **Assessment** |
| 1. Tutor provides culminating activity to allow the learner to demonstrate achievement of the objective.
 |  |  |  |  |  |
| 1. Tutor provides meaningful feedback to the learner related to the skills being taught in the lesson and the learner’s progress.
 |  |  |  |  |  |
| 1. Tutor asks the learner to complete self-evaluation activities.
 |  |  |  |  |  |
| **Other** |
| 1. Tutor demonstrates cultural awareness and sensitivity.
 |  |  |  |  |  |
| 1. Tutor discusses how the learner’s goals relate to the lesson.
 |  |  |  |  |  |