**Comprehensive Program/Session Observation Protocol**

Program Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Observer’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:

*Before the observation begins, briefly describe for #1 below, what you expect to be observing and why* *you have selected it.*

1. **Subject of the Observation**. *Summer Project-Based Learning Senior Counselor Coaching*
2. Describe the **program setting** (color, size, shape, number of desks/tables, number of windows, furniture or equipment in the space room, temperature, noise level)

3. Describe **how the session begins** (who is present – children, staff; what exactly is said to initiate)

1. Describe **instructor actions:**

Introduces topic Y N \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Provides clear directions Y N \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manages class Y N \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Engages participants as a coach Y N \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5a. Describe the **interactions that take place during the observation.**  *(Record who is interacting and how, and any changes during the observation. )*

5b. Describe **choices** made during the observation? Who makes choices?

6. Describe **Nonverbal communication** (How do participants get attention? How much do they fidget, move around?

7. **Roughly what proportion (some, most, all) are actively engaged\*? Who are they?**

Indicators of engagement include answering questions or offering to answer questions, smiling, following directions.