Attachment 0049
Observation Checklist

01 JUN 2014

DRAFT

Distribution Statement A – Approved for Public Release; distribution unlimited

OBSERVATION CHECKLIST: An observer completes this checklist while observing the lesson. This checklist is designed as a source of quality control as well as evaluate the effectiveness of the materials during implementation.
INSTRUCTIONS: Check the appropriate box: YES, NO, or N/A. If you answer "NO" to a question, note the item number with a comment for clarification and state a recommendation.

COURSE:

OBSERVER/TITLE: **DATE:**

A. COURSE MATERIAL	**YES**	**NO**	**N/A**
1. Is the lesson plan the instructor uses the same as in the MLF?			
2. Is the student outline the student uses the same as in the MLF?			
3. Is the media the same as in the MLF? (Any modifications should be noted.)			
4. Are all supplemental student materials used the same as in the MLF?			
5. Are adequate directions for all supporting materials used located in the MLF?			
6. Has Operation Risk Assessment Worksheet (ORAW) been updated within the last year?			
7. Is the ORAW still accurate?			
8. Is the Instructor Preparation Guide still accurate?			
B. LESSON PLAN	**YES**	**NO**	**N/A**
9. Is the Gain Attention relevant to the learning objectives?			
10. Does the lesson being taught reflect a logical sequence of the material?			
11. Based upon viewing the lesson, are the lesson plans written with sufficient content so that any instructor can teach the class if needed?			
12. Do the instructor notes provide sufficient directions for the instructor?			
13. Are the activities/exercises in the lesson meaningful? (Do students seem to be learning from them?)			
14. Are the activities/exercises appropriately placed in the lesson?			
15. Are the method(s) effective to teaching the lesson content?			
16. Is the method used to teach students reflective of how students will be evaluated?			
C. STUDENT MATERIALS	**YES**	**NO**	**N/A**
17. Are the student materials easy to read?			
18. Are the student materials easy to follow?			
19. Can the students take the materials home?			
20. Are the students using the materials?			
D. MEDIA	**YES**	**NO**	**N/A**
21. Is the media visually appealing?			
22. Is the media large enough for all to see?			
23. Does the media compliment the lesson?			
E. FACILITIES/EQUIPMENT			
24. Are the facilities used conducive to the type of training?			
25. Is the equipment used adequate for the purposes of training?			

Comments/Recommendation (Write item number and then comment/recommendation):

DRAFT

OBSERVER SIGNATURE: _____ **DATE:** _____

LESSON TITLE: _____

DRAFT