

UNCLASSIFIED

**Attachment 0049 (SOWC-4297)
Observation Checklist**

01 JUN 2014

DRAFT

Distribution Statement A – Approved for Public Release; distribution unlimited

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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):

OBSERVER SIGNATURE: _____ DATE: _____

LESSON TITLE: _____

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