



Summer Observation Tool

Program and activity observations are an integral part of the continuous improvement process. The Summer Observation Tool guides the observer to detail the evidence of intentional design, fidelity of implementation, and indicators of student engagement in any program activity. The completed tool can then be used to provide program and staff feedback and guide the continuous improvement efforts.

Date (mm/dd/yy)	Intended Start Time	Actual Start Time	Intended End Time	Actual End Time
Activity Name				
Activity Overview (1-2 sentence description)				
Activity Type	Check One	Total Staff	#	Total # of Participants
Academic Intervention		Certified teacher		Ratio (staff to student)
Academic Enrichment		Paraprofessional		Grade Levels
Enrichment/Recreation		Youth Worker		Location
College/Career Readiness		Partner/Vendor		
Health/Nutrition		Volunteer		Staff Present
Other:		Other:		
Learning Method(s) Observed			Positive Youth Development Elements Observed	
Learning Strategies Observed			21st Century Skill(s) Integration Observed	

Learning Environment		
1. Is the level of adult supervision appropriate to the activity and age group?	Yes	No
Evidence:		
2. Is the learning space conducive to the activity?	Yes	No
Evidence:		
3. Is the learning space prepared when the students arrive?	Yes	No
Evidence:		
4. Are necessary materials available and in sufficient supply?	Yes	No
Evidence:		
Other Observation Notes		



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Rating: Score each indicator on a scale of 1 to 3. Any score of a 1 or a 3 should provide specific evidence to justify the score.

- 1 denotes the indicator was not evident/present during the observation.
- 2 denotes the indicator was evident/present during some of the observation.
- 3 denotes the indicator was evident/present during the majority or all of the observation period.

Students			
	Are friendly and relaxed with one another		On task
	Respect one another		Listen actively and attentively to peers and staff
	Show positive affect <u>to staff</u>		Contribute opinions, ideas, and/or concerns to discussions
	Assist one another		Have opportunities to make meaningful choices
	Collaborate		Take leadership responsibility/roles
Evidence:			

Staff			
	Use positive behavior management techniques		Communicate goals, purpose, expectations
	Encourage the participation of all		Verbally recognize youth's efforts and accomplishments
	Show positive affect toward youth		Assist youth without taking control
	Attentively listen to and/or observe youth		Ask youth to expand on their answers and ideas
	Encourage youth to share their ideas, opinions, and concerns about the content of the activity		Challenge youth to move beyond their current level of competency
	Engage personally with youth		Employ varied teaching strategies
	Guide positive peer interactions		Plan for/ask youth to work together
Evidence:			

Activity			
	Is well planned and organized		Involves the practice of a progression of skills
	Challenges students intellectually, creatively, developmentally and/or physically		Requires analytic thinking



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Evidence:

