

Classroom Activity Observation

As a student teacher, your first few days in the classroom will be spent observing. Having specifics to observe and gathering pertinent information will enable you to learn much about the classroom setting and make more productive use of your day. NOTE: Some of these apply only to Elementary Educators.

Classroom Information

- Classroom Teacher
 - School Phone:
 - Home Phone:
- Helping Teacher (aide or other):
- What methods are used to report lunch count and attendance
- What procedure is used to deal with tardy students?
- Where are class supplies located? (Paper, supply forms, chalk, etc.)
- What are the classroom rules?

Emergency and First-Aid Procedures

- Fire drill: Know rules, evacuation directions, and location.
- Injured Students: Know correct procedures

Health Concerns

- Ill Students: Know correct procedures
- Which students have special health concerns? (Diabetic, epileptic, vision, hearing, bladder weakness, etc.) What procedures do you need to follow to help these students?

Schedules

- Daily Class Schedule: Prepare a schedule for Monday through Friday (include time subjects are taught; out of classroom schedule, such as art, music, P.E., computer, recess, lunch, dismissal, etc.)
- Special Schedule: Which students leave the room for special schedules? (Speech, counseling, learning disabilities classroom, etc.) Know the name of student, purpose for leaving, day, leave time, return time.

Classroom Routines

Each teacher has his or her own organizational style that fits the system while filling his or her needs and those of the students. As a student teacher, it is important to be as consistent as possible by maintaining the normal routines. The students become patterned in these procedures and to have you pay heed to them adds to their sense of comfort and security. What are the classroom procedures for the following routines?

1. What students are expected to do as they arrive each morning
2. Lunch money and count; pledge
3. Bathroom Routine
4. Getting Drinks
5. Recess (how to line up, proper exit, etc.)
6. Lunch (how to line up, rotation of grades, etc.)
7. How have the students been taught to get materials organized for the day (workbook, sharpen pencils, etc.)
8. Method of collecting and/or passing out work
9. How the teacher goes about having students make corrections in their work
10. Grading/record keeping process
11. Sending work home (some do this daily, others have folders to send home once each week)
12. Policy for use of independent activities (classroom library, learning centers, educational games, etc.)
13. End of the day procedure
14. Dismissal procedure

Teacher Effectiveness

What teaching models are being used in the classroom? (Direct teaching, open-ended discussions, inquiry learning, brainstorming, cooperative learning, etc.)

Identify ways the teacher integrates literature into the curriculum.

Note the objective of each lesson you observe the classroom teacher teach. (What does she or he want the students to learn?)

Classroom Management Strategies

What proactive procedures does the teacher use to maintain good classroom management?

What procedures does the teacher use to handle minor behavior problems?

Identify ways the classroom teacher helps students feel accepted.

Assessment

What types of assessment are being used in the classroom? How are the students involved in the assessment procedures?

Parent Involvement

Are parents involved in the activities of the classroom? (Reading with individuals or small groups, resource speakers, field trip helpers, etc.)

What types of communication are being used to involve parents in their child's education? (Letters about units or areas of study, good news memos, etc.)

Diversity

Being aware of the diversity in the classroom is the first step in being able to meet the individual needs of students. What is the diversity in your classroom? This could include race, family life and social class, gender, abilities, and disabilities.

Are special programs or activities being offered to meet the varying needs of these students?