

Program/Event Observation Protocol

Program Name: _____

Observer's Name: _____

Date: _____ Time Observation Began: _____ Time Ended: _____

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

1. Subject of Observation

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) - At the very beginning of the observation, describe the setting. Be sure to note any changes in setting as the observation proceeds.

3. Describe how the session begins. (Who is present, how does the staff or faculty engage the students, how do the students respond)

4. Describe the chronology of events in 15 minute intervals.

	1 st hour	2 nd hour	3 rd hour
15 min			
30 min			
45 min			
60 min			

5. By answering the following questions, describe the interactions that take place during the observation.

- a. Who is interacting?
 - i. Students to Student
 - ii. Student to Staff/Faculty
 - b. How do they interact? Describe 1 or 2 examples.
 - c. Are there any changes in interaction during the observations?
6. Describe how decisions are made during the observation period (by answering the following questions)
 - a. Who makes decisions?
 - b. How are decisions communicated (e.g. written, verbal)
 - c. Document examples of decisions that are made during the observation
7. Describe Nonverbal communication (How much do they fidget, move around? Play on their phone? How do students physically place themselves in the setting – do students sit by each other or far apart?)
8. Describe program activities and participant behaviors (i.e., what's happening during the session and how participants respond).
9. How did participants respond or react to what was happening with the program during the observation? Roughly what proportion are actively engaged?
10. How does the program end? (What are the signals that the activity is ending? Who is present, what is said, how do participants react?)