

## Tutor Observation Checklist

Prior to the observation, you will meet with your tutor. During this meeting, you will ask your tutor to identify three-four focal areas for the observation. Think about the instructional components around which the tutor has questions or would like to make a change. After the observation, you and the tutor will meet again to debrief around the evidence you collected.

Focal Areas	Clearly evident	Mostly evident	Somewhat evident	Not evident	Evidence <ul style="list-style-type: none"> <li>• What activities are offered?</li> <li>• What does the tutor/learner say?</li> <li>• What does the tutor/learner do?</li> <li>• What does the tutor/learner read or write?</li> </ul>
<b>Instruction</b>					
1. Tutor communicates the lesson objectives to the learner in a way he/she can understand.					
2. Tutor starts the lesson with what the learner already knows, and then builds in new skills and content at an appropriate rate.					
3. Lesson activities require learner to do more “work” than the tutor.					
4. Tutor asks questions that require the learner to engage in critical thinking.					
5. Tutor models or demonstrates skills or strategies to support learner comprehension.					

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<b>Instruction</b>					
6. Tutor develops/uses activities that allow the learner to practice the target skill multiple times in different contexts.					
7. Tutor provides extension activities or homework to target lesson skill use/practice outside the classroom.					
8. Tutor addresses multiple learning styles by including a variety of activities that allow the learner to practice through different modes.					
<b>Materials</b>					
9. Tutor uses current materials appropriate for adult learners.					
10. Tutor includes authentic materials and resources to enhance problem-solving skills.					

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<b>Assessment</b>					
11. Tutor provides culminating activity to allow the learner to demonstrate achievement of the objective.					
12. Tutor provides meaningful feedback to the learner related to the skills being taught in the lesson and the learner's progress.					
13. Tutor asks the learner to complete self-evaluation activities.					
<b>Other</b>					
14. Tutor demonstrates cultural awareness and sensitivity.					
15. Tutor discusses how the learner's goals relate to the lesson.					