

**Quality Teaching for English Learners (QTEL)
Professional Development Observation Protocol**

Date: _____ Location: _____	
Observer: _____ Name of presenter(s): _____	
Building the Base: Follow up training:	Subject Area: Language Arts ESL Combined
Title of session: _____	
Time & Length of Session: _____	

****Attach agenda, notes, and handouts.***

I. Session Demographics

1. Participating district(s) and schools:

District (s) _____	School (s) _____
_____	_____
_____	_____

2. Approximate number of participants: _____

3. Grade Level(s) taught by participants. *Check all that apply for this session.*

- 6th grade
- 7th grade
- 8th grade

II. Session Background

4. Objectives of today's professional development session as stated by the presenter.

5. Activities planned for the session.

III. Design/Implementation

	To a Great Extent				Not at All
	5	4	3	2	1
6. Appropriate connections were made to Language Arts concepts and/or real-world concepts					
7. Structure and content of activities were aligned with the stated objectives					
8. Pace of the session was appropriate for the purposes of the session and the needs of the participants					
9. Design/format of the session provided opportunities for teachers to consider specific classroom applications of strategies and techniques					
10. Design/format of the session included “framing” the activity to help participants understand the purpose of the session					
11. Adequate time and structure were provided for participants to share experiences and insights					

IV. Engagement of Participants

To what extent did participants in the professional development session do the following?

	To a great extent				Not at All	N/A
	5	4	3	2	1	
12. Engage in hands-on activities						
13. Engage in small group discussions						
14. Engage in large group discussions						
15. Present results of group work to the entire group						
16. Listen passively to a formal presentation by the presenter						
17. Engage in off task conversations or activities						

V. Presenter/Facilitator

To what extent did the QTEL presenter do the following?

	To a great extent 5	4	3	2	Not at All 1	N/A
19. Presenters(s) displayed an understanding of the QTEL principles and strategies						
20. Conduct/facilitate activities as planned						
21. Effectively modeled the QTEL principals through activities						
22. Respond to teacher questions and concerns						
23. Interact with members of all small groups						
24. Ask effective, open-ended questions of participants						
25. Ensured that participants stayed on task during the session						
26. Encouraged teachers to ask questions						

VI. Overall Impressions

27. General observations about the design of the professional development session.

28. General observations on the engagement of the participants.

29. General observations of the group culture, interactions, attitudes, or activities apparent during the session.

30. Overall rating of this training session

Very effective

Ineffective

5

4

3

2

1

References:

South Dakota's *EveryTeacher* Professional Development Observation Protocol
<http://everyteacher.tie.net/content/evaluation/instrumentation.htm>

Northeast & The Islands Regional Technology in Education Consortium (NEIR*TEC),
Sample Professional Development Observation Protocol.
<http://www.neirtec.org/evaluation/PDFs/PreparingtoCollect2d.pdf>