

**Appendix G**  
**Professional Development Protocol**

**Pacific CHILD  
Professional Development Observation Protocol**

Date _____	Location _____
Observer _____	Name of presenters (s) _____
Professional Development Activity	
<input type="checkbox"/> Summer Institute	
<input type="checkbox"/> Mini Institute	
Title of session: _____	
Scheduled Time & Length of Session: _____	
Percentage of time On-Task _____	

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

**I. Session Demographics**

1. Participating district(s) and schools

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

2. Approximate number of participants at start of session \_\_\_\_\_

3. Approximate number of participants at end of session \_\_\_\_\_

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

4<sup>th</sup> grade, Approximate # \_\_\_\_\_

5<sup>th</sup> grade, Approximate # \_\_\_\_\_

**Comments on Session Demographics:**

**II. Session Background**

- 5. Description of room arrangements/conditions: (Size of room, seating arrangements, light, temperature, appropriateness for activities, etc.)
  
- 6. Objectives of today’s professional development session as stated by the presenter.
  
- 7. Activities planned for the session (List all P-CHILD student tasks modeled by session leader)

**Comments on Session Background:**

**III. Design/Implementation**

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

**Comments on Design/Implementation:**

#### IV. Engagement of Participants

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

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

**Comments on Engagement of Participants:**

## V. Presenter/Facilitator

To what extent did the Pacific CHILD presenter do the following?

	<b>To a great extent</b> 5	4	3	2	<b>Not at All</b> 1	<b>N/A</b>
21. Display an understanding of the P-HILD components and strategies						
22. Conduct/facilitate activities as planned						
23. Effectively model the P-CHILD principals through activities						
24. Respond to teacher questions and concerns						
25. Interact with members of all small groups						
26. Ask effective, open-ended questions of participants						
27. Ensure that participants stayed on task during the session						
28. Encourage teachers to ask questions						
29. Relate session activities to the needs of ELLs						

**Comments on Presenter/Facilitator:**

**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	

**Comments on Overall Impressions/Suggestions for improvement:**

**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>