

Appendix L:
Observation Forms

Agency/Organization:

Position(s) and Title(s):

Date, Time, Place of Interview:

Interviewer:

1. Briefly summarize your overall impression of how the interview went. Include any contextual factors (noise, interruptions, etc) as well as any observations that might prove relevant to interpreting the content.

2. Briefly summarize respondent's role and main responsibilities in the OCFT project/program

3. Briefly summarize the respondent's perspective on the child labor situation in the area/country

4. Briefly summarize respondent's answers with respect to:
 - a. His/her experiences with the project/ views on project emphasis
 - b. Project success in meeting annual goals
 - c. Aspects of the project most successful at reaching children and keeping them out of exploitive labor; reducing child labor; and achieving sustainability
 - d. Other potentially effective strategies

5. Briefly summarize the respondent's views of the 2 or 3 major achievements/why.

6. Any emergent themes? Please elaborate.

7. In thinking about this discussion, is there anything you would do differently next time?
What/why?

Observation Guide for Events/Activities

Name of observer:

Date and time of activity:

Location:

1. Physical Setting: Brief description of setting in which activity is taking place (e.g., size and shape of room, condition of the facilities, outdoor venue, noise level, or anything else of note for setting “flavor of place”)

2. Attendees: List names and/or note number of persons involved in the activity Describe the kinds of people attending (age, gender, ethnicity, etc)

3. Seating Arrangement / Sociogram (If relevant) Please draw the seating arrangement and label who is sitting where.
 - a. Place a check mark next to the person’s name each time s/he speaks.
 - b. (If not too distracting) Draw arrows showing who is addressing remarks to whom.

4. Agenda / Material
 - a. Is there any written agenda? (If you have not already done so, be sure to obtain and append a copy.)
 - b. How is the agenda/syllabus/course organized? To what extent is the flow of the activity following the written form?
 - c. If there is no formal plan for this activity, how is the event structured (e.g., introduction of participants, facilitated discussion, self-help, etc.)?

5. Observations

- a. (If relevant) Facilitator's, leader's or teacher's style and group's response to it;
- b. Who said what to whom; who actively participated, and how; (if relevant) ways in which issues were approached and decisions (if any) made.
- c. Expression of views –willingness to talk/participate, question, openness to dissenting opinions; interaction among participants/students
- d. Non-verbal signals (e.g., body language or other behavior that shows reactions and/or might indicate the existence of subgroups, how message is being received, etc.);
- e. Degree to which one person or subgroup is dominating the event/activities ;
- f. The tone of the event
- g. Indications that there are divisions or tensions in the group and how these break down; and,
- h. Anything else that seems particularly noteworthy or striking.

(Observations should contain more than just your perspective. For example, rather than “The facilitator became frustrated,” write, “It appeared that the facilitator was frustrated, as he became red in the face and began pounding his fist on the podium.” This will allow the reader to draw his/her own conclusions and enhance our ability to interpret the findings.)

6. Overall Impressions: How does this activity fit within the overall framework of OCFT-project activities? For example, were the issues consistent with themes heard through in-depth interviews or focus groups? If so, briefly note those patterns. Or, did facets of the activity suggest new insights into the community or project efforts (e.g., new topics raised, participant interactions that were surprising)? If so, briefly describe and comment.

7. How, if at all, do any or all of the above observations help to address one or more of the research questions?

Notes