

FFY19

AZ Health Zone
Lesson Observation
Tool training

Lesson Observation

Per AZ Health Zone P & P Chpt 1, Lesson Observations conducted:

1. Compliance:

- During Management Evaluations
(SIT, DES, USDA or LIA contracted agency)
- All staff providing Direct Education must be observed annually to ensure fidelity of the curricula

2. Learning/Teaching opportunities:

- Supervisor review staff (more than 1X annually)
- Peer reviews for practice- no documentation required.

Lesson Observation – Needs Assessment

Lesson Observation Tool

Educator being observed _____ Date _____

Curriculum/resources used _____

Lesson being observed _____ Grade Level/Age _____

Location: _____ Length of lesson: _____

Section I: Questions to be asked of the educator.

Topic/Question	Comments
A. Needs Assessment	
1. How was the course promoted and advertised to generate enrollment?	
2. How was the lesson topic selected for this audience?	
3. How was the educational strategy selected for this audience?	
4. What PSE activities are aligned with this lesson?	

Lesson Observation – Lesson Objectives

B. Lesson Objectives	
1. What are the goals and objectives of the lesson?	
2. Which local agency objectives does the lesson support?	
3. Which State goals and objectives does the lesson support?	

Lesson Observation – Audience

Lesson Observation Tool

C. Audience

1. What procedure(s) are used to document audience attendance?

2. What system is used to document unduplicated contacts and audience demographic data?

Lesson Observation – Audience cont.

Section II: Topics to be evaluated by the evaluator based on observation and input from educator.

To what degree or level is the topic being achieved? Use the following scale and circle your rating.

1 = very poor 2 = fair 3 = good 4 = very good NA = Not Applicable

C. Audience <small>continued</small>					
3. The location/site is conducive for learning.	1	2	3	4	NA
4. The lesson is offered on days/time that are convenient for audience participation.	1	2	3	4	NA
5. The audience actively participated throughout the lesson.	1	2	3	4	NA
6. Education is provided at accessible locations (convenient to public transportation, free parking, etc.)	1	2	3	4	NA
7. The lesson accommodates the language capabilities of the audience.	1	2	3	4	NA
Comments about the Audience					



C. Audience <small>continued</small>		
8. The audience is approved as a SNAP-Ed target audience.	Yes	No
9. The local agency is approved to provide activities at the sites for this lesson.	Yes	No
If response is No, please provide explanation.		

Lesson Observation- Educator

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D. Educator					
1. The information was presented appropriately for the social/cultural backgrounds of the audience in a culturally sensitive manner.	1	2	3	4	NA
2. The educator treated all participants respectfully.	1	2	3	4	NA
3. The educator was knowledgeable about the information.	1	2	3	4	NA
4. The educator was well prepared.	1	2	3	4	NA
5. The educator has a good rapport with the audience .	1	2	3	4	NA
6. The educator demonstrated a variety of instructional techniques effectively, i.e. classroom discussion, asking and answering questions, individual participant activities, small group activities, psychomotor activities, demonstrations.	1	2	3	4	NA
7.The educator delivered the lesson in accordance with the AzNN Resource Guide.	1	2	3	4	NA
Comments about the Educator:					

Lesson Observation- Content

1 = very poor 2 = fair 3 = good 4 = very good NA = Not Applicable

E. Content					
1. The lesson strategies are appropriate for the audience.	1	2	3	4	NA
2. The information was relevant to the audience.	1	2	3	4	NA
3. Recipes/cooking demonstrations are appropriate and related to lesson content.	1	2	3	4	NA
4. The recipe provided sample sizes rather than meal-sized portions.	1	2	3	4	NA
5. The lesson content was free from disparaging remarks regarding single foods, commodities, or industries.	1	2	3	4	NA
6. The content of lesson is consistent with U.S. Dietary Guidelines for Americans and My Plate.	1	2	3	4	NA
7. The content adhered to the SNAP-Ed Plan Guidance in regards to physical activity and gardening components.	1	2	3	4	NA
8. The physical activity discussion, if provided, is consistent with the 2008 Physical Activity Guidelines for Americans.	1	2	3	4	NA
9. The lesson activities and materials are evidence based and allowable as outlined in the SNAP-Ed Plan Guidance and approved State SNAP-Ed Plan.	1	2	3	4	NA
10. The lesson strategies are designed to change behavior based on the information and new knowledge presented in the lesson.	1	2	3	4	NA
Comments about the Content					

Lesson Observation- Fidelity and Modifications

Lesson Observation Tool

F. Fidelity and Modifications		
1. The lesson was delivered in its entirety and in its intended sequence.	Yes	No
2. The lesson is being taught to the audience for which the curriculum was intended (e.g. intended grade, age, or audience)	Yes	No
If response is No, please provide explanation.		

1 = very poor 2 = fair 3 = good 4 = very good NA = Not Applicable

F. Fidelity and Modifications <i>continued</i>					
3. The educator adjusted the lesson to accommodate the learning needs of the audience.	1	2	3	4	NA
4. The educator adjusted the lesson to accommodate the instruction time available.	1	2	3	4	NA
5. The educator demonstrated appropriate and effective classroom management techniques.	1	2	3	4	NA
Comments about the Fidelity and Modifications					

Lesson Observation- Lesson Materials

G. Lesson Materials					
1. Lesson materials reflect current information, appropriate literacy levels, and cultural relevancy.	1	2	3	4	NA
2. USDA materials are used where appropriate.	1	2	3	4	NA
3. Reinforcement items are provided and contain a nutrition message purposely included to reinforce the lesson content.	1	2	3	4	NA
4. The SNAP funding statement is on all appropriate materials and reinforcement items.	1	2	3	4	NA
Comments about the Lesson Materials					



G. Lesson Materials <small>continued</small>		
5. Materials contain the required USDA non-discrimination statement in its entirety.	Yes	No
6. If other statement are used in addition to the USDA non-discrimination statement, they are listed separately and after the USDA statement.	Yes	No
7. The SNAP public education outreach message is on all appropriate materials and reinforcement items.	Yes	No
If response is No, please provide explanation.		

Lesson Observation- Evaluation

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H. Evaluation		
1. For a lesson taught as part of an approved curriculum series: the AzNN evaluation requirements were met regarding the series.	Yes	No
If response is No, please provide explanation.		

1 = very poor 2 = fair 3 = good 4 = very good NA = Not Applicable

H. Evaluation <small>continued</small>					
2. For a single session not requiring AzNN evaluation: participants indicated their intention to use the knowledge and skills learned.	1	2	3	4	NA
How? Please provide description.					

Lesson Observation- Civil Rights

I. Civil Rights Compliance			
1. Program participants are aware of how to make a complaint.	1	2	3
2. The program site is accessible to all.	1	2	3
Comments about Civil Rights Compliance			

I. Civil Rights <small>continued</small>	
3. USDA "And Justice for All" posters are displayed at all SNAP-Ed activities.	
If response is No, please provide explanation.	

Post training notes:

Requirements for how to file a complaint are found on the "And Justice for All" posters.

All LIAs received a small amount of these in 2017 so some staff should already be posting.

Questions??