

Contents

Acknowledgments xiii
About the Authors xv
Introduction xvii

PART I Understanding Fieldwork 1

Chapter 1 *The Importance of Fieldwork* 3

Careful Observation: Your First Task 5
 Expanding Beyond Observation 6
 Experience Alone Is Not Always a Good Teacher 7
 The Importance of Feedback in Early Teaching Experiences 8
The Importance of Reflective Observation 9
 The Reflection Process 10
 Writing a Reflection 11

PART II Observing in the Schools 13

Chapter 2 *Observing Teachers* 15

Observing in Classrooms 15
 Sarah's Observation Log 15
 Steve's Observation Log 16
 Effective Observation 18
Anecdotal Observation 18
 Observing the Entire Event or Sequence 19
 SAMPLE FORM 1. Anecdotal Record Form for Observing Teachers or
 Instructional Events—1 19
 Setting Goals, Limits, or Guidelines 20
 SAMPLE FORM 2. Anecdotal Teacher-Student Interaction Form 21
 SAMPLE FORM 3. Anecdotal Record Form for Observing Teachers or
 Instructional Events—2 22
 Recording Completely and Carefully 22
 SAMPLE FORM 4. Anecdotal Record Form for Grouping Patterns 23
Structured Observations 24
 Rank Ordering 24
 SAMPLE FORM 5. Observation Form for Rank Ordering 24
 Coding Systems 25
 SAMPLE FORM 6. Coding System—Type and Tally of Student-Teacher
 Interaction 26

- Observing Questioning Techniques 27
 - SAMPLE FORM 7. Observation Form for Examining Questions 31
- Cheklists 32
 - SAMPLE FORM 8. Checklist for Determining Teaching Style 32
- Structured Observation of a Lesson 33
 - SAMPLE FORM 9. Observation Form for Structured Observation of a Lesson 33
- Interview Methods 35
 - SAMPLE FORM 10. Checklist of Interview Techniques 35
- Observing Teaching Standards 36
 - SAMPLE FORM 11. A Rating Scale for Observation of Standards for Teaching 37
 - SAMPLE FORM 12. Reflective Observation of Teachers 39

Chapter 3 *Observing Classrooms, Schools, and Curriculum* 41

- Anecdotal Observation of Classrooms, Schools, and Curriculum 41
 - Anecdotal Observations of Classrooms 41
 - SAMPLE FORM 13. Form for Anecdotal Record of Classroom Organization 41
 - SAMPLE FORM 14. Form for a Classroom Map 43
 - Anecdotal Observations of Schools 45
 - Anecdotal Observations of Curriculum 45
- Structured Observation of Classrooms, Schools, and Curriculum 45
 - Observing the Social Environment in a Classroom 46
 - SAMPLE FORM 15. Form for Coding Scale of Classroom Social Environment 47
 - Student Assessments Used in the Classroom 50
 - SAMPLE FORM 16. Checklist to Determine Student Assessments in the Classroom 50
 - Examining the Teaching of Required Material 51
 - SAMPLE FORM 17. Checklist of Goals, Objectives, and Competencies Covered in an Eleventh-Grade History Classroom 52
 - Examining Curriculum Strategies that Address Multiple Intelligences 54
 - SAMPLE FORM 18. Examination of Curricular Strategies That Challenge Students' Multiple Intelligences 54
 - Examination of a Curriculum Guide 55
 - SAMPLE FORM 19. Form for Examining a Curriculum Guide 56
 - Examining Multicultural/Antibias Education in the Classroom 56
 - SAMPLE FORM 20. Checklist for Multicultural/Antibias Education Evaluation 57
 - A Survey of Media 58
 - SAMPLE FORM 21. Form for Technology Usage in the Classroom or Lab 58
 - A Survey of Computer Software 59
 - SAMPLE FORM 22. Software Evaluation Form 59
 - A Study of the School and School Services 61
 - SAMPLE FORM 23. Checklist for School Personnel Interviews 62
 - SAMPLE FORM 24. Reflective Observation of Classrooms, Schools, and Curriculum 66

Chapter 4 Observing Students 68

Anecdotal Observation of Students 68

SAMPLE FORM 25. Anecdotal Record for Observing Students 68

Shadowing a Student 70

SAMPLE FORM 26. Shadowing Form 71

Anecdotal Profile of a Student 72

SAMPLE FORM 27.1. Profile Card of Student 1 73

SAMPLE FORM 27.2. Profile Card of Student 2 73

Structured Observation of Students 74

Descriptive Profiles of a Student 74

SAMPLE FORM 28. Descriptive Profile Chart 75

Coding Systems of Student Participation 76

SAMPLE FORM 29. Coding System to Observe Student Participation
in Lessons 76

Informal Inventories of Students 77

SAMPLE FORM 30. Incomplete Sentence Inventory 77

Peer Group Interaction: Sociograms 78

SAMPLE FORM 31. Tally Chart of Student-Group Selections 78

SAMPLE FORM 32. Sociogram Based on Charted Student Preferences 80

SAMPLE FORM 33. Reasonable Public School Expectations for
Students 81SAMPLE FORM 34. Information-Processing Categories of Instructional
Modifications 82

SAMPLE FORM 35. Reflective Observation of Students 84

PART III Developing Successful Teaching Skills 85**Chapter 5 Participation: Preteaching and Planning 87**

Preteaching Activities 87

SAMPLE FORM 36. Anecdotal Record of Preteaching Activities 87

Assisting the Teacher 89

SAMPLE FORM 37. Checklist of Routines for Helping the Teacher 89

SAMPLE FORM 38. Checklist of Routines Involving Students 91

Preparing to Teach 92

Planning to Teach 92

Running Account for an Unplanned Lesson 93

Developing Plans 94

SAMPLE FORM 39. Lesson Plan Form 1 96

SAMPLE FORM 40. Lesson Plan Form 2 98

SAMPLE FORM 41. Unit Plan Format 100

SAMPLE FORM 42. Reflective Observation of Preteaching and
Planning 101**Chapter 6 Teaching 103**

Initial Teaching Experiences 103

The Importance of Teaching Standards 103

Tutoring 104

Types of Tutoring 104

SAMPLE FORM 43. Checklist of Tutoring Activities 105

Planning for Tutoring 106

SAMPLE FORM 44. Checklist for Planning a Tutorial 107

SAMPLE FORM 45. Reflections on Tutoring Activities 108

Small Groups 109

Purposes of Small Groups 109

Functions of Small Groups 110

Structures of Small Groups 111

Small-Group Instruction 111

Planning for Small-Group Teaching 112

SAMPLE FORM 46. Preplanning Small-Group Checklist 112

SAMPLE FORM 47. Small-Group Teaching Checklist 113

SAMPLE FORM 48. Reflections on Small-Group Teaching 114

Large Groups 115

Getting Started 116

Planning for the Large Group 116

SAMPLE FORM 49. Checklist for Working with Large Groups 118

SAMPLE FORM 50. Reflections on Large-Group Teaching 119

PART IV The Portfolio 121

Chapter 7 *Keeping a Portfolio* 123

Definition of a Portfolio 123

Purpose of a Portfolio 123

Steps in Preparing a Portfolio 124

SAMPLE FORM 51. Reflections on Keeping a Portfolio 125

The Portfolio and Your Future Career 126

PART V Glossary 129

PART VI Forms 133

1A Anecdotal Record Form for Observing Teachers or Instructional Events—1 135

2A Anecdotal Teacher-Student Interaction Form 136

3A Anecdotal Record Form for Observing Teachers or Instructional Events—2 137

4A Anecdotal Record Form for 138

5A Observation Form for Rank Ordering 139

6A Coding System—Type and Tally of Student-Teacher Interaction 140

7A Observation Form for Examining Questions 142

8A Checklist for Determining Teaching Style 144

9A Observation Form for Structured Observation of a Lesson 145

10A Checklist of Interview Techniques 146

11A A Rating Scale for Observation of Standards for Teaching 147

- 12A Reflective Observation of Teachers 150
- 13A Form for Anecdotal Record of Classroom Organization 151
- 14A Form for a Classroom Map 152
- 15A Form for Coding Scale of Classroom Social Environment 154
- 16A Checklist to Determine Student Assessments in the Classroom 157
- 17A Checklist of Goals, Objectives, Competencies Covered in an Eleventh-Grade History Classroom 159
- 18A Examination of Curricular Strategies That Challenge Students' Multiple Intelligences 161
- 19A Form for Examining a Curriculum Guide 162
- 20A Checklist for Multicultural/Antibias Education Evaluation 163
- 21A Form for Technology Usage in the Classroom or Lab 164
- 22A Software Evaluation Form 165
- 23A Checklist for School Personnel Interviews 167
- 24A Reflective Observation of Classrooms, Schools, and Curriculum 173
- 25A Anecdotal Record for Observing Students 174
- 26A Shadowing Form 175
- 27.1A Profile Card of Student 1 177
- 27.2A Profile Card of Student 2 178
- 28A Descriptive Profile Chart 179
- 29A Coding System to Observe Student Participation in Lessons 180
- 30A Incomplete Sentence Inventory 181
- 31A Tally Chart of Student-Group Selections 182
- 32A Sociogram Based on Charted Student Preferences 183
- 33A Reasonable Public School Expectations for Students 184
- 34A Information-Processing Categories of Instructional Modifications 186
- 35A Reflective Observation of Students 188
- 36A Anecdotal Record of Preteaching Activities 189
- 37A Checklist of Routines for Helping the Teacher 190
- 38A Checklist of Routines Involving Students 191
- 39A Lesson Plan Form 1 192
- 40A Lesson Plan Form 2 194
- 41A Unit Plan Format 195
- 42A Reflective Observation of Preteaching and Planning 197
- 43A Checklist of Tutoring Activities 198
- 44A Checklist for Planning a Tutorial 201
- 45A Reflections on Tutoring Activities 202
- 46A Preplanning Small-Group Checklist 203
- 47A Small-Group Teaching Checklist 204
- 48A Reflections on Small-Group Teaching 205
- 49A Checklist for Working with Large Groups 206
- 50A Reflections on Large-Group Teaching 208
- 51A Reflections on Keeping a Portfolio 209

References 211