

**Tutor:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Observer:** \_\_\_\_\_

**Date:** \_\_\_\_\_

<b>Tutor methods</b>	Almost never	Rarely	Sometimes	Often	Almost always
Asks leading questions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Diagnoses student's problem before attempting to help.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Uses examples and non-examples to explain concepts.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Tells the student how to do the problem.*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Requires student to generate ideas.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Requires student to do most of the writing.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lets the student think for a while before offering new advice.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Comments:</b>					

<b>Tutor Enthusiasm</b>	Almost never	Rarely	Sometimes	Often	Almost always
Is energetic and animated.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is respectful of the students.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Shows interest in the subject.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Criticizes book/assignment/course.*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Seems uncomfortable with the students.*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Comments:</b>					

<b>Assistance Centre Policies</b>	Almost never	Rarely	Sometimes	Often	Almost always
Clicks "Helped" button just before helping student.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Checks that the assignment will not be collected for marks.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Asks students to check notes or textbook.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
(If busy) limits time spent with each student.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

\*Undesirable

<b>Student behaviour</b>	Almost never	Rarely	Sometimes	Often	Almost always
Students seem unable to keep up.*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Students are answering questions or participating.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Students are expressing frustration.**	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Students are expressing enthusiasm.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Students seem satisfied afterwards.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Comments:</b>					

**Data**

- Observation start time: \_\_\_\_\_
- Observation end time: \_\_\_\_\_
- Estimated number of students in the room:
  - (Max) \_\_\_\_\_
  - (Min) \_\_\_\_\_
- Estimated number of students on the wait list:
  - (Max) \_\_\_\_\_
  - (Min) \_\_\_\_\_
- Estimated wait times:
  - (Max) \_\_\_\_\_
  - (Min) \_\_\_\_\_
- Number of students assisted by the *observed* tutor: \_\_\_\_\_
- Time spent on each assisted student:

**Pre-observation meeting:** \_\_\_\_\_

**Post-observation meeting:** \_\_\_\_\_

\*Undesirable

\*\*Sometimes undesirable, depending on context.