

ELEMENTARY LEVEL**MINISTRY FORMATION – OBSERVATION FORM**
Office of Religious Education
Archdiocese of Los Angeles

(To be completed by the catechist candidate observing an experienced catechist)

DIRECTIONS: Candidates for certification are encouraged to read and become familiar with this form before observing a class/session conducted by an experienced catechist. Heightened consciousness about what to observe will make this a better learning experience. It is strongly encouraged that you spend some time with the experienced catechist after the session to share your perceptions/questions/observations in order to gain as much as possible from this important part of the Practicum Phase of the Catechist Certification Process. *Remember to return this form to the Master Catechist Team with whom you are working toward certification*

NAME OF CANDIDATE OBSERVING _____

LOCATION OF FORMATION CENTER (PARISH/CITY) _____

NAME OF CATECHIST BEING OBSERVED (OPTIONAL) _____

PARISH WHERE OBSERVATION TOOK PLACE _____

GRADE OBSERVED _____

DAY/DATE/TIME OF CLASS _____

LENGTH OF CLASS _____

TEXT USED / PUBLISHER _____

Was there an aide present? If "yes", how did the aide assist? _____

1. Atmosphere: Describe what you saw and felt relating to the room environment, seating, etc.

The room was: Comfortable Attractive Learner friendly Other: _____

Other comments/evidence: _____

2. Catechist: Describe what you saw and felt relating to the catechist's manner, voice, animation, rapport and preparation.

The catechist: was warm had an open manner used a pleasant tone of voice
 helped create an atmosphere of belonging was interesting/engaging
 appeared prepared enjoyed good rapport with the learners
 _____ _____

Other comments/evidence: _____

3. Students: Describe what you saw and felt most related to student's motivation, cooperation, participation, interest and responsibility.

The students were motivated cooperative participative interested
 _____ _____

Other comments/evidence: _____

4. Lesson Presentation:

A) What was the aim of the lesson? _____

Was it successfully carried out? _____ How? _____

B) How was the lesson introduced? _____

Did the opening activity engage the interest and attention of the learners? _____
How? _____

C) What approach and materials did the catechist use in developing the body of the lesson?

Describe any audio-visual materials used: _____

D) How was the lesson concluded? _____

Did the learners have an opportunity to respond? _____ How? _____

E) How was the catechist's preparation and current knowledge of the subject matter shown in this lesson?

Commenting specifically on the areas below, *what did you learn* from observing this session?

A. Classroom Management: _____

B. Student Activities: _____

C. Use of Text & Teaching Techniques: _____

D. Prayer: _____

E. Student Participation: _____

**It is the responsibility of the Candidate for Certification
to return this completed form to the Master Catechist
with whom he/she is working toward certification.**
