

# Program Activity Implementation Review

This observation instrument, adapted from the Out of School 8 lcho46 -87864 5 (c38 2.4 I-7.5 M343)m21-0( as a staff performance evaluation, but rather to identify program areas where technical assistance or professional development may be needed to supporting program improvement. As part of best practices, NYSED requires that the program director or site coordinator conduct a formal review for each program activity offered at least twice a year. Observation should last at least 20 minutes. Use of this particular form, while not required, is highly recommended, as it is based on school-time research.

## Cover Sheet: Description of Activity

Program Location:	Observer:	Staff:
Date (MM/DD/YR):	Start Time:	End Time:
Grade Level(s):		
<b>ACTIVITY NAME &amp; OVERVIEW</b> (1-2 sentence description)		
Learning Objective(s):	Students will be able to...	
<b>ACTIVITY TYPE (check all that apply)</b>		
Academic Enrichment	Youth Development	Community Service
Tutoring/mentoring	Structured Physical Activity	College/Career Preparation
Drug and Violence Prevention	Skill Practice or Reinforcement	Cultural Awareness Clubs/Projects
Story Reading/Listening	Skill Building	STEM/STEAM

Youth Participation and Engagement	Exemplar is highly evident and consistent	Exemplar is moderately evident, or implicit <sup>2</sup>	Exemplar is not evident
Are friendly and relaxed with one another.			
Respect one another.			
Show positive affect to staff.			
Are collaborative.			
Are on task.			

Listen actively and attentively to peers and staff.

Contribute opinions, ideas, and/or concerns to discussions.

Make meaningful choices when given th

Strengths and/or areas in need of improvement:

Activity Leader/Instructional

