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: __________________________________________________________
   _________________________________________________________________________
   _________________________________________________________________________
   _________________________________________________________________________

______________________________________________   ____________________________________
NAME OF CANDIDATE OBSERVING   LOCATION OF FORMATION CENTER (PARISH/CITY)
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: ______________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

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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.

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