



Observation Form

Observed Team: _____ Time Frame of Observation: _____

Frequency			Observable Behaviors
Often	Sometimes	Not Yet	Verbal
			↩
			↩
			↩
			↩
			↩
			↩
			↩
Often	Sometimes	Not Yet	Nonverbal
			↩
			↩
			↩
			↩
			↩
			↩

Specific examples:

Patterns of behavior I see emerging:

My overall impressions:

Observation Form – Instructions

1. Before using this form to structure and document observations of team behavior, instructors should ask themselves, "What sorts of positive behavior—verbal and nonverbal—am I going to watch for?"

For verbal behavior, instructors might observe if students are:

- Asking clarifying questions
- Asking each other questions to confirm agreement or understanding
- Answering each other's questions
- Allowing each other to finish speaking without being interrupted
- Restricting themselves to one conversation at a time
- Focusing on the topic
- Responding to each other nonjudgmentally

For nonverbal behavior, instructors might observe if students are:

- Demonstrating that they're listening to each other through actions—by looking at each other or head nodding
- Using methods and/or tools such as concept maps or the Need to Know Board to create visual supports for their conversations
- Encouraging and attempting creative thinking that might involve novel ideas or approaches
- Striving for clarity and precision in their thinking and communication
- Demonstrating persistence and enthusiasm for their work
- Considering multiple perspectives in all aspects of their work
- Applying past knowledge to new situations

2. Use the spaces in the "Observable Behaviors" column to document the behaviors you want to see your teams exhibiting.
3. For each observable behavior, place an ✕ under the frequency with which the team demonstrates the behavior.
4. Use the sections at the bottom of the form to provide additional information about the observed behaviors.
 - In the "Specific examples" section, you might document a particular incident you observed while watching the group.
 - In the "Patterns of behavior I see emerging" section, you might document behavioral themes that demonstrate progress or that require attention.
 - In the "My overall impressions" section, you might want to describe what the team was working on during your period of observation (e.g., what stage of the PBCL Cycle it was in), what strengths the team demonstrates through its behaviors, and/or suggestions for improvement.