

Observation Notes

Write times as well as possible.

Be as specific as possible: gender, spatial relations, numbers, etc.

Describe both the atmosphere and the action.

Look for clothing, artifacts, and other tangible things

Be careful not to make assumptions in your notes (don't label):

Examples: "Mainly polos, few "Goths"

"Kids felt comfortable asking teacher for help with their work"

"The kids that don't normally receive good grades have heads down and are sleeping during the quiz"

It is better to simply state what you observed:

"6 students stated they were bored with the assignment"

"Students were seated in groups of 4 or 5 at tables, not desks"

"3 boys and 1 girl have their heads down and appear to be sleeping; no one woke them or bothered them during the class."