

Professional Development Participation Form

Directions. During your experience, formulate responses to each of the questions on this form. Bring this form with you to focus your thinking while observing or participating. Before or after the event, see if there is time to get more specific information from the leader. As close as possible to the experience, **type** your responses to the **questions**.

1. Describe the event (nature, purpose, date, location).
2. Who is the presenter (name, background if known)?
3. Describe what went on (activities, strategies).
4. Describe any teaching procedures and strategies used to achieve a desired objective.
5. Describe how the presenter could tell if participants were learning.
6. Describe the ways, in which the teacher created a positive learning environment (e.g., made participants feel comfortable, motivated participants).