O B S E R V A T I O N   F O R M

Tutor: **Audit Date**:

Observer: **Appointment Date**:

<u>B</u>EFORE THE <u>S</u>ESSION

	POOR (-.5)	ACCEPTABLE (0)	EXCELLENT (+1)
1. Was the tutor on time, professional, and prepared for their shift?			
2. Could you tell by the introductory comments whether or not the tutor was familiar with the client and the appointment before the start of the session?			
3. Did the tutor introduce themselves/establish rapport at the start of the session?			

<u>D</u>URING THE <u>S</u>ESSION

4. Describe the assignment and the client's goals for the session:

	POOR (-.5)	ACCEPTABLE (0)	EXCELLENT (+1)
5. Did the tutor structure the appointment around a productive agenda?			
6. Did the client retain control of the paper and remain engaged throughout the session?			
7. Did the tutor prioritize global concerns over local concerns?			
8. When addressing sentence-level errors, did the tutor target patterns of repeated errors?			
9. The tutor asked questions and used directive to engage the client in active learning.			
10. The tutor addressed the client's goals for the session			

Describe how:

11. The tutor helped the client improve his or her paper beyond the client's stated goals for the session by redirecting the focus toward higher order concerns.

Describe how:

END OF THE SESSION

	POOR (-.5)	ACCEPTABLE (0)	EXCELLENT (+1)

11. Did the tutor manage time effectively during the session?

12. Did the tutor work together with the client for next steps after the consultation?

13. Did the tutor invite the client to return to the Writing Center and schedule a follow-up consultation?

14. Did the tutor complete the client report form within 24 hours?

TUTOR AND OBSERVER DEBRIEF

15. *Ask the tutor*: How did my presence affect this session?

16. *Ask the tutor*: What went well in this session and why?

17. *Ask the tutor:* What could have gone better and why?

OBSERVER FINAL THOUGHTS

18. What did the tutor do well? How might they improve? What information should be revisited in training?

OBSERVATION SCORE:

Exceeds Expectations: ≥11 points | **Satisfactory**: ≥ 9 points | **Below Expectations**: ≥ 8 points