

## Lesson Observation Tool

County/MCP \_\_\_\_\_ Date of Observation \_\_\_\_\_

Observer \_\_\_\_\_ UCCE Educator \_\_\_\_\_

Circle one: EFNEP CFHL - UC Volunteer/Other Assistant \_\_\_\_\_

Language in which class was delivered \_\_\_\_\_

Lesson Site \_\_\_\_\_

Circle one: Adult Family-Centered Youth (specify grade level): \_\_\_\_\_ Number in Group \_\_\_\_\_

Curriculum: \_\_\_\_\_ Lesson Observed \_\_\_\_\_

**\*If uncertain leave blank\***

Preparation	Yes	No	N/A	Comments
1. The site is convenient for participants.				
2. The scheduled time is convenient for participants.				
3. Educator effectively adjusts to changes in scheduling.				
4. Educator arrives at the site with sufficient lead time to complete setup and welcome participants.				
5. The site is conducive to learning/or educator adjusts the room environment as appropriate.				
6. Educator brings all necessary materials and supplies for lesson delivery.				
7. USDA "And Justice for All" poster is displayed in classroom, or wherever service is provided. <b>CFHL - UC: 475B-blue EFNEP: 475A-green</b>				Review to ensure updated FFY 2022 Poster is in place if available at the site.
8. Educator brings enrollment forms.				
9. Educator brings evaluation tools.				
10. Educator brings sign-in sheet.				

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A, Nicoli; Rlyn Brock CFHL, UC co-authorship for CFHL, UC + EFNEP Programs  
 Location: CalFresh Unit Share\FSNEPDrop\COMPLIANCE REVIEW & SITE VISIT REPORT\SITE VISIT TOOLS\Program Tools\LESSON VISIT TOOL

Branding	Yes	No	N/A	Comments
11. Educator is wearing nametag.				
12. Educator begins by introducing him/herself from UCCE and appropriately introduces the program.				
13. Printed/visual materials do not contain commercially branded items (logos or visuals suggestive of a brand).				
14. Printed materials contain required funding and non-discrimination statements.				
15. Participant confidentiality and voluntary consent are requirements of our program. The site visit and lesson observation will only include photography or recordings/videos upon approval from the school/teacher and any identifiable images would require written consent/photo releases.				

Curriculum	Yes	No	N/A	Comments
16. Educator follows state-approved lesson plan with curriculum fidelity.				
17. Lesson is consistent with US Dietary Guidelines.				
18. Educator uses visuals that are state-approved and aligned with the curriculum.				
19. Educator uses handouts that are state-approved and aligned with the curriculum.				
20. Educational materials are culturally appropriate and provided in language(s) and literacy level appropriate for audience.				

Lesson Delivery	Yes	No	N/A	Comments
21. Lesson begins/ends on schedule. Educator stays on task.				
22. Lesson introduction includes review of participants' goals as appropriate and acknowledges participants successes.				
23. Lesson begins with bridging to previous lesson.				
24. Educator introduces lesson topics/objectives.				
25. Key messages are delivered throughout the lesson.				

Lesson Delivery	Yes	No	N/A	Comments
26. Teaching methods are appropriate to participants' age, learning styles, strengths, prior knowledge, and skills.				
27. Appropriate hands-on activities are included.				
28. Educator assesses for participant understanding throughout the lesson and clarifies information as needed.				
29. Educator uses culturally appropriate examples (foods, holidays, etc.).				
30. Participant language needs are addressed.				
31. No disparaging remarks or endorsements are made regarding specific industries, beverage products, or commodities.				
32. Educator reviews key messages at the end of the lesson.				
33. Educator helps participants set goals using lesson information.				
34. Educator introduces the next lesson topic and reviews date and time of next meeting.				
35. Lessons provide take-home materials as appropriate for audience, lesson, and/or curriculum. Parent materials are provided with lessons for children.				
36. Reinforcement items are related to the lesson.				

Evaluation/Participant Feedback	Yes	No	N/A	Comments
37. Educator administers evaluation tool appropriate to the curriculum.				
38. Educator instructs participants appropriately in how to complete the evaluation tool.				
39. Educator allows sufficient time for participants to complete enrollment/evaluation tools.				
40. Educator encourages participants to write or comment on their experience.				

Participant Involvement	Yes	No	N/A	Comments
41. Educator actively engages participants in learning.				
42. Educator creates a respectful learning environment in which learners feel comfortable to participate.				

Participant Involvement	Yes	No	N/A	Comments
43. Educator uses appropriate group facilitation techniques to keep the class on topic and to engage all participants.				
44. Sufficient time is allocated for questions and answers.				
45. Educator answers participants' questions accurately or commits to follow-up.				
46. Educator avoids offering medical nutrition therapy/advice.				

Physical Activity	Yes	No	N/A	Comments
47. Physical activity and accompanying key message is included and appropriate.				
48. Educator reminds participants to only do safe activities they are physically comfortable with.				
49. Physical activity is conducted in an inclusive manner (educator and participants); i.e. modifications are offered, all can participate.				

Recipe Demonstration or Taste Testing	Yes	No	N/A	Comments
50. Educator brings all necessary materials and supplies for recipe demonstration or food tasting.				
51. Educator is wearing branded apron.				
52. Recipe/item for taste testing relates to lesson content.				
53. Educator conducts the demonstration or taste testing using techniques that reinforce the lesson objectives.				
54. The recipe demonstration or taste testing provide sample sizes only (2-3 bites or sips).				
55. The recipe demonstration includes foods culturally appropriate to majority of participants. Introduces new cultural foods to participants.				
56. The recipe demonstration follows safe practices (general physical safety + food handling).				
57. Educator includes disclaimer that products used for the demonstration or tasting are not being recommended.				



**Areas done well:**

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**Areas that could be improved:**

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**Action items needed: (examples - training needs, review safety procedures, etc.)**

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**Sources:**

CFHL - UC Lesson Visit Tool 2014

EFNEP Lesson Observation Tool 5/2010

### Implementation Guide

Item Number		
5	The site is conducive to learning/educator adjusts the room environment as appropriate.	<p>For example:</p> <ul style="list-style-type: none"> <li>• Rearranging tables and chairs</li> <li>• Asking site staff to adjust room temperature</li> <li>• Efforts to control outside noise</li> </ul>
7	USDA “And Justice for All” poster is displayed in classroom, or wherever service is provided.	<ul style="list-style-type: none"> <li>• <a href="#">CalFresh Healthy Living, UC: poster 475B: “And Justice for All” (Blue Poster)</a></li> <li>• <a href="#">EFNEP: poster 475A: “And Justice For All” (Green Poster)</a></li> </ul>
13	Printed/visual materials do not contain commercially branded items (logos or visuals suggestive of a brand).	<p>For example:</p> <ul style="list-style-type: none"> <li>• Educator should not use branded handouts whether they are pre-printed or downloaded from the internet.</li> <li>• Standard colors or shapes suggestive of a brand such as McDonald’s yellow arches</li> </ul>
14	Printed materials contain required funding and non-discrimination statements.	<p>Program-specific branding guidelines:</p> <ul style="list-style-type: none"> <li>• <a href="#">EFNEP Branding Toolkit</a></li> <li>• <a href="#">CalFresh Healthy Living, UC Non-Discrimination and Funding Statements</a></li> <li>• <a href="#">UC ANR Non-Discrimination Statement (required for UCCE programs)</a></li> </ul>
28	No disparaging remarks or endorsements were made regarding specific industries, beverage products, or commodities.	<p>For example:</p> <ul style="list-style-type: none"> <li>• Disparaging remarks: Talking about how a particular type of food is “bad”; showing one particular package or brand while discussing sodium, sugar, or fat.</li> <li>• Endorsements: discussing one brand as “better” than another.</li> <li>• Emphasize balance and moderation: “sometimes” foods instead of “never”</li> <li>• Disclaimer example: “Because I’m using these items today does not mean I am recommending you use these products or not use these products.”</li> </ul>
38	Educator allows sufficient time for participants to complete enrollment/evaluation tools.	<ul style="list-style-type: none"> <li>• Intent is not to rush participants through completing evaluation tools</li> <li>• Participants should not be working on evaluation tools while the lesson is being presented</li> <li>• Flexibility for participants who come in late</li> </ul>
39	Educator creates a respectful learning environment in which learners feel comfortable to participate.	<p>For example:</p> <ul style="list-style-type: none"> <li>• Participants are asked to volunteer to read out loud but not required.</li> </ul>

Item Number		
45	Educator avoids offering medical nutrition therapy/advice.	Please see this resource on medical nutrition therapy: <a href="#">Nutrition Education and Medical Nutrition Therapy</a>
56	Educator includes disclaimer that products used for the demonstration or tasting are not being recommended.	Disclaimer example: “Because I’m using these items today does not mean I am recommending you use these products or not use these products.”

For items mandated by USDA, the Not Applicable (N/A) option was eliminated.