



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. CFHL - UC: 475B-blue EFNEP: 475A-green | | | | |
| 8. Educator brings enrollment forms. | | | | |
| 9. Educator brings evaluation tools. | | | | |
| 10. Educator brings sign-in sheet. | | | | |



| 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. | | | | |



| Lesson Delivery | Yes | No | N/A | Comments |
|--|-----|----|-----|----------|
| 25. Key messages are delivered throughout the lesson. | | | | |
| 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. | | | | |

| Participant Involvement | Yes | No | N/A | Comments |
|--|-----|----|-----|----------|
| 42. Educator creates a respectful learning environment in which learners feel comfortable to participate. | | | | |
| 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 activities they are physically comfortable with. | | | | |
| 49. Physical activity is conducted in a safe manner (educator and participants); i.e. modifications are offered. | | | | |

| 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). | | | | |



| Recipe Demonstration or Taste Testing | Yes | No | N/A | Comments |
|---|-----|----|-----|----------|
| 57. Educator includes disclaimer that products used for the demonstration or tasting are not being recommended. | | | | |

Areas done well:

Areas that could be improved:

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

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"> • Rearranging tables and chairs • Asking site staff to adjust room temperature • Efforts to control outside noise |
| 7 | USDA “And Justice for All” poster is displayed in classroom, or wherever service is provided. | <ul style="list-style-type: none"> • CalFresh Healthy Living, UC: poster 475B: “And Justice for All” (Blue Poster) • EFNEP: poster 475A: “And Justice For All” (Green Poster) |
| 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"> • Educator should not use branded handouts whether they are pre-printed or downloaded from the internet. • Standard colors or shapes suggestive of a brand such as McDonald’s yellow arches |
| 14 | Printed materials contain required funding and non-discrimination statements. | <p>Program-specific branding guidelines:</p> <ul style="list-style-type: none"> • EFNEP Branding Toolkit • CalFresh Healthy Living, UC Non-Discrimination and Funding Statements • UC ANR Non-Discrimination Statement (required for UCCE programs) |
| 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"> • Disparaging remarks: Talking about how a particular type of food is “bad”; showing one particular package or brand while discussing sodium, sugar, or fat. • Endorsements: discussing one brand as “better” than another. • Emphasize balance and moderation: “sometimes” foods instead of “never” • Disclaimer example: “Because I’m using these items today does not mean I am recommending you use these products or not use these products.” |
| 38 | Educator allows sufficient time for participants to complete enrollment/evaluation tools. | <ul style="list-style-type: none"> • Intent is not to rush participants through completing evaluation tools • Participants should not be working on evaluation tools while the lesson is being presented • Flexibility for participants who come in late |
| 39 | Educator creates a respectful learning environment in which | <p>For example:</p> <ul style="list-style-type: none"> • Participants are asked to volunteer to read out loud but not required. |



| Item Number | | |
|-------------|---|---|
| | learners feel comfortable to participate. | |
| 45 | Educator avoids offering medical nutrition therapy/advice. | Please see this resource on medical nutrition therapy: Nutrition Education and Medical Nutrition Therapy |
| 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.