Observer Ratings & Facilitator Feedback Forms

The OBSERVER completes the first part of this form during and immediately after the session.

The FACILITATOR completes the second part immediately after the session and submits the completed forms to the Fathers and Sons office as directed.

Observer:	Session Date: / /
Session Start Time:	Session Finish Time:
Cohort Number:	Facilitator: 1.
Location:	2. 3.
Location Description:	Staff: 1.
	2. 3.

Seating Diagram:

Participants Present:

Family #	Father (F) ID#	Son (1)	Son (2)	Son (3)

Session Activity Completion Checklist

INSTRUCTIONS:

For each session activity, you should write the time when the activity started.

You should also check the box noting if the activity was "missed or skipped," "partly completed," or "fully completed" after the facilitator begins the next session. If **ALL** of the listed activities are adequately completed, you should check "fully completed." If **ONE** or **MORE** of the listed activities are **NOT** adequately completed, you should check "partly completed." If **NONE** of the listed activities is adequately completed, you should check "skipped or missed."

If a listed activity is not adequately completed or skipped, the observer should write a brief comment (in the "Comment" box) about which activity was not adequately completed or skipped along with any details to explain the situation.

Session Activities	Activity Completion Checklist	Comments (Effectiveness and/or problems)
	Logistics	
Introductions and Participants' Expectations	Missed or skipped	
	Partly completed	
Start Time:	Fully completed	
Check-In & check-Out Procedures	Missed or skipped	
	Partly completed	
Start Time:	Eully consoleted	
	Fully completed	
Filling out Information Cards	 Missed or skipped 	
Start Time:	Partly completed	
	Fully completed	
	Activities	
Overview of Program Folder	Missed or skipped	
 Program materials Program expectations 	 Partly completed 	
 Rules of participation Calendar of activities	Fully completed	
Start Time:		
Roles and Responsibilities for Sons	 Missed or skipped 	
	Partly completed	
Start Time:	Fully completed	

Session Activities	Activity Completion Checklist	Comments (Effectiveness and/or problems)
Affirmation and Meditation	Missed or skipped	
Start Time:	Partly completed	
	Fully completed	
Father Abraham Song	Missed or skipped	
	Partly completed	
Start Time:	Fully completed	
Introduction to Journaling	Missed or skipped	
Start Time:	Partly completed	
	Fully completed	
Introduction to Memory Books	Missed or skipped	
DOOKS	Partly completed	
Start Time:	Fully completed	
Instructions for Taking Pictures	Missed or skipped	
Start Time:	Partly completed	
	Fully completed	
Father-Son Picture	• Missed or skipped	
Start Time:	Partly completed	
	Fully completed	

	Open Discussion	
SESSION ACTIVITIES	ACTIVITY COMPLETION	COMMENTS
Historical Overview of African American Families • PowerPoint presentation • Record comments on flip chart	 Missed or skipped Partly completed Fully completed 	
Start Time:		
Introduction to Adolescent Development • PowerPoint presentation	 Missed or skipped Partly completed 	
Start Time:	Fully completed	
Homework Assignment <i>"Let's Get Acquainted"</i> <i>E</i> xplanation	 Missed or skipped Partly completed 	
Start Time:	Fully completed	
	Closing	
 Closing Summary Lists all outline headings Brief preview of next session Announce date, time, location of next session 	 Missed or skipped Partly completed Fully completed 	COMMENTS
Start Time:		
 Check-Out Opportunity for participant sharing Thank-you for coming End on positive note! 	 Missed or skipped Partly completed Fully completed 	
End Time:		

Participant Engagement Ratings

INSTRUCTIONS:

You should rate each father and each son on how engaged he was during the entire session. There are five levels of engagement. You should choose one level for each participant. We have defined the levels of engagement as:

- Very Low Engagement: The participant is uninvolved in over half of the session because he came late or left early, spent time outside, or was not involved in the directed activities.
- 2 Low Engagement: The participant is uninvolved in at least one substantial part of the session because he came late or left early, spent time outside, or was not involved in most of the directed activities.
- 3 **Expected Level of Engagement**: The participant shows his **involvement in all parts of the session** by being with the group and being involved in the direct activities for the entire session.
- 4 High Engagement: The participant is involved in all parts of the session and demonstrates a high level of engagement in at least one substantial part of the session. "High level of engagement" means participating in ways greater than expected for participants including taking on leadership roles, assisting the facilitator, affirming other participants, or other substantial contributions.
- 5 Very High Engagement: The participant demonstrates a high level of engagement in over half of the session. "High level of engagement" means participating in ways greater than expected for participants including taking on leadership roles, assisting facilitators, affirming other participants, or other substantial contributions.

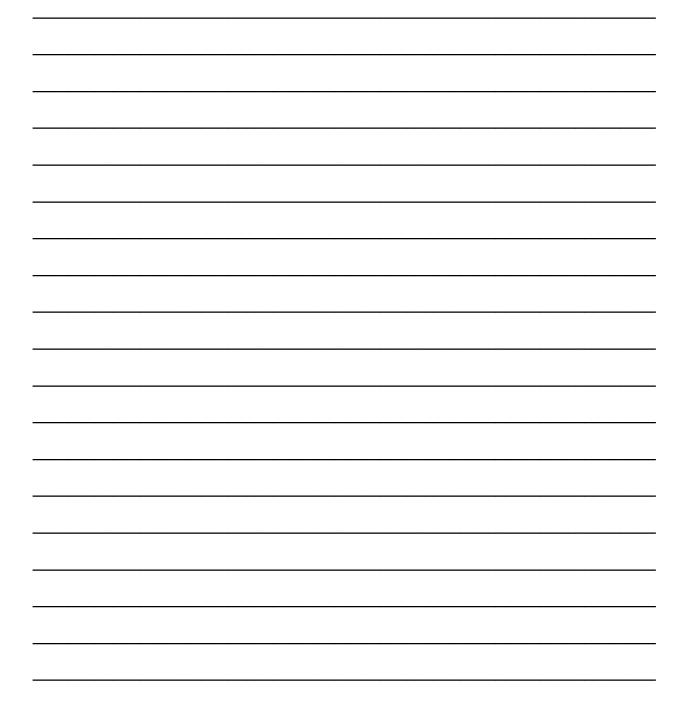
In the "Comments" box, you should write a brief note about why the father or son received a high or low engagement rating.

	How engaged was this participant in this session? Circle one answer for each participant.					
Names / ID#s	Very Low	Low	Expected Level	High	Very High	Comments on "high" or "low" ratings
Father #1:	1	2	3	4	5	
Son 1:	1	2	3	4	5	
Son 2:	1	2	3	4	5	
Father #2:	1	2	3	4	5	
Son 1:	1	2	3	4	5	
Son 2:	1	2	3	4	5	
Father #3:	1	2	3	4	5	
Son 1:	1	2	3	4	5	
Son 2:	1	2	3	4	5	
Father #4:	1	2	3	4	5	
Son 1:	1	2	3	4	5	
Son 2:	1	2	3	4	5	
Father #5:	1	2	3	4	5	
Son 1:	1	2	3	4	5	
Son 2:	1	2	3	4	5	
Father #6:	1	2	3	4	5	
Son 1:	1	2	3	4	5	
Son 2:	1	2	3	4	5	

	How e this s	engaged ession?	l was this p	articipa	nt in	
	Circ	le one a	nswer for ea	ch partio	cipant.	
Names / ID#s	Very Low	Low	Expected Level	High	Very High	Comments on "high" or "low" ratings
Father #7:	1	2	3	4	5	
Son 1:	1	2	3	4	5	
Son 2:	1	2	3	4	5	
Father #8:	1	2	3	4	5	
Son 1:	1	2	3	4	5	
Son 2:	1	2	3	4	5	
Father #9:	1	2	3	4	5	
Son 1:	1	2	3	4	5	
Son 2:	1	2	3	4	5	
Father #10:	1	2	3	4	5	
Son 1:	1	2	3	4	5	
Son 2:	1	2	3	4	5	

Field Notes

Please record your observations of the group session. This should include the family interactions and group dynamics (i.e., facilitators and participants, participants with each other, facilities, etc.) that may be important for the program staff to understand when determining program outcomes. You should indicate exact quotes by participants with quotation marks; otherwise, you may provide narrative summaries of observations.



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Facilitator Debriefing Notes

List stated curriculum objectives that you did not meet during this session and why.

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	1.	Briefly describe any positive outcomes related to the session purpose, family interactions or group dynamics.
a.)		
b.)		
c.)		

2. As it relates to the session purpose, family interactions or group dynamics did any issues stand out? If yes, what were they?

a.)

b.)

C.)

d.)

- 3. Please list any concerns that the program staff should address.
- a.)
- b.)

C.)

d.)