



## Instructional Program, Work Sample & Observation Form

### Instructional Program Form – Directions

- ✓ Select a start date in mid-April to begin collecting information on the instructional program in Mathematics for your student.
- ✓ For five days, collect all classroom assignments, materials, and worksheets etc. in Mathematics for your student. Include date of administration and student name on all materials (see: Work Sample Cover Sheets at the end of this document).
- ✓ If the student misses a day, just continue the data collection when he/she returns.
- ✓ Continue this process until you have collected FIVE days of the instructional program. Five copies of the forms needed are included in this document.
- ✓ Please complete a separate form if you are working with two students.
- ✓ Complete the Instructional Program Form with as much detail as possible.

Please describe the following five components for each structured block of mathematics instruction:

- **Physical Arrangement:** What does the room look like? Type of classroom (e.g., regular education, self contained)? What assistive device(s) does the student use?
- **Grouping Arrangement:** Who is the student working with (e.g., teachers, assistants, and other students)?
- **Materials Description:** What is being directly presented to the student during each class?
- **Instructional Strategy:** What is being said to or demanded of the student during each class? Describe the general interaction as well as the prompt intensity and frequency.
- **Reinforcement:** What positive events follow responses or what corrections are given in each of the activities?

## Work Sample & Observation – Directions

- ✓ Collect Work Samples that deal with the following **MATHEMATICS AREAS**:
  - Simple calculation of money amounts and word story problems
  - Measurement of length and volume
  - Number lines: sequencing and counting
  - Time estimation
  - Tables and graph reading and interpreting
  - Coin and time identification
- ✓ Select a time to observe the student **WHILE** she/he is completing any of these Work Samples
- ✓ Rate the student in the following five areas
  - **Understanding** of the task
  - **Independence** in completing the task
  - **Effort** or persistence in completing the task
  - **Quality** of work on the task
  - **Accuracy** of work on the task
- ✓ Rate the overall student performance not any particular skill (in case multiple areas are being addressed)
- ✓ Collect Work Samples for all Mathematics instruction over a 5-day period (the same five days as for the Instructional Program)
- ✓ If the student misses a day, just continue the data collection when he/she returns.
- ✓ Number each Work Sample: start with #1 and proceed in consecutive order
- ✓ Attach Work Sample Cover Sheet (at end of this document) to each Work Sample
- ✓ Make copies of the Work Sample Cover Sheet as needed
- ✓ Complete and return by April 30 or as soon as possible.

**Example Entry (with appropriate detail)**

<b>Date / Times</b>	<b>Physical Arrangement</b>	<b>Grouping Arrangement</b>	<b>Materials Description<sup>1</sup></b>	<b>Instructional Strategy Description</b>	<b>Reinforcement</b>	
<b>April 2</b> <b>9:00 - 9:30</b>	Math in Resource Room; voice activated computer that the student manipulates with a mouse	Three other students with significant disabilities and an instructional assistant	Math books, manipulative cards, worksheets	In a group of 3, I model counting, name each number as I move an object, and ask questions Student counts objects on worksheet and circles appropriate numbers	Points that are exchanged for fun activities and social praise When incorrect, the student is immediately told the correct response	
<i>Work Sample # 1</i>  <i>Math Area Counting</i>	<b>Understanding</b>		<i>Not clear</i>	<i>Generally clear</i>	<i>Very clear</i>	
	<b>Independence</b>		<i>Physical</i>	<i>Gestural</i>	<i>Verbal</i>	<i>Independent</i>
	<b>Effort or persistence</b>		<i>None</i>	<i>Little</i>	<i>Some</i>	<i>A lot</i>
	<b>Quality</b>		<i>Very low</i>	<i>Low</i>	<i>Moderate</i>	<i>High</i>
	<b>Accuracy</b>		<i>Very low</i>	<i>Low</i>	<i>Moderate</i>	<i>High</i>

<sup>1</sup> Please send copies of actual materials

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## Work Sample Cover Sheet

- ✓ Attach a copy of this sheet to each student Work Sample

STUDENT NAME: \_\_\_\_\_

TEACHER NAME: \_\_\_\_\_

WORK SAMPLE NUMBER: \_\_\_\_\_

DATE: \_\_\_\_\_

MATHEMATICS AREA: \_\_\_\_\_

AMOUNT OF TIME TO COMPLETE: \_\_\_\_\_

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