Team Observation Sheet:

Annotated for Non-participant Observers

This is an annotated version of the sheet that is in the textbook**. It is to be distributed only to the non-participant observers.**

1. You are like an anthropologist who is living with a previously unknown group of people. Your job is to observe carefully how they work together and to make extensive "field notes" about what you observe. However, you, yourself, say nothing and do not in any way participate in the discussion. Keep perfectly still and do not even let your body language or expression indicate what you are thinking. Pay special attention to the type of contribution that each person makes. See examples in the boxes below.
2. Put the names of the group member at the top of each column.
3. Put a tally mark in the appropriate box each time a group member contributes.
4. Make notes on the back when interesting interactions occur.

| **Action** | **Name 1** | **Name 2** | **Name 3**  | **Name 4** | **Total** |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
| Contributes Ideas, e.g. "Maybe we ought to think about…." |  |  |  |  |  |
| DescribesFeelings, e.g., "That approach makes me very uncomfortable." |  |  |  |  |  |
| EncouragesParticipation, e.g., "You haven't said much. What do you think?" |  |  |  |  |  |
| Summarizes, Integrates, e.g., "Well, a moment ago, Sue said….so I think this ties into …. which Beth just said…" |  |  |  |  |  |
| Checks forUnderstanding, e.g., "I'm not sure I followed that. Are you saying that…" |  |  |  |  |  |
| Relates New To Old Learning, e.g., "Well, we had decided earlier that….. but Bob's experience is……What happens if we combine them?" |  |  |  |  |  |
| Gives Direction To Work, e.g., "How about if we look at things this way?" |  |  |  |  |  |
| **Total** |  |  |  |  |  |