

Operational Definition & Recording Approval Checklist

Student's Name: _____

Date: _____

Person's Name: _____

Observer's Name: _____

- Mentoring Coordinator instructions:**
- Please look for performance of the activities listed on the table below as you read through the student's operational definitions for all target behaviors.
 - At the end of the observation period, for each activity listed on the table, please circle: "Y" (Yes) if the student performed that activity, "N" (No) if the student did not perform that activity but should have, or "N/A" if that activity did not apply to this meeting.
 - Check whether or not the student met criteria on this approval observation. In order for criteria to be met for a category, all of the items for that category need to either be marked "Y" or "N/A."
 - If all of the criteria are met, for all of the student's operational definitions, the operational definitions are "Approved."
 - **Send the information about the approval, and feedback, by e-mailing the student and the student's instructor.**
 - The student may then enter this information on his/her KIPBS Student Mentor Observation Tracking form.

Operational Definition & Recording	Activity Performed?	Criteria met?
The student defined each target behavior using objective terms	Y N N/A	Y N
The student defined each target behavior using specific, precise terms	Y N N/A	
The student defined each target behavior using unambiguous terms	Y N N/A	
The student defined each target behavior using observable terms	Y N N/A	
The student defined each target behavior using measurable terms	Y N N/A	
For each target behavior, the student stated inclusions and/or exclusions, as necessary, to ensure clarity of the definition	Y N N/A	
For each target behavior, the student included examples and non-examples of the behavior	Y N N/A	
For each target behavior, the student included a time and/or location component of when the behavior is to be observed/ measured (ex. in class, during dinner time, at home, when shopping)	Y N N/A	
For each target behavior, the student specified how the target behavior will be measured and recorded (ex. make tally marks on data sheet each time the behavior occurs, move beans from one packet to another and write down the total at the end of the observation period)	Y N N/A	
For each target behavior, the student specified how to record non-occurrence of the behavior	Y N N/A	
For each target behavior, the student specified who is to observe and record the target behavior	Y N N/A	