

Emails regarding 2017 site visit

From: Kelly Doffing [mailto:kdoffing@qfi.org]

Sent: Tuesday, December 06, 2016 11:52 AM

To: Adams, Kate D

Subject: Scheduling QFI site visit

Dear Kate,

I hope that the fall semester of school is going well!

We are starting to look at scheduling the site visits for this Winter/Spring. Like in previous visits, we would have one consultant and one QFI staff member visit the schools to observe classes, talk with the teachers, and talk with the administration about how the program is going. Our aim for the visit is threefold: to check in on the program, to see if there are additional ways QFI can offer support, and to help us plan the QFI summer institute so it best serves the needs of the teachers. For each school, we aim to observe at least one class conducted in Arabic by each teacher, talk with the teachers, and talk with the administration about how the program is going.

We are looking at the week of January 9th for the site visit. To see each teacher will probably take one or two days, depending on scheduling. Are there days during that week that would work for the visit?

Please let me know, and we can firm up the dates!

Best,

Kelly

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Kelly Doffing
Program Officer
Arabic Language and Culture Program

From: Kelly Doffing <kdoffing@qfi.org>
Sent: Thursday, January 5, 2017 10:58 AM
To: Adams, Kate D
Cc: Ballouli, Mahassen W

Subject: Re: Scheduling QFI site visit

Hi Kate,

We're looking forward to the site visit next week on Thursday and Friday. Can you send me the schedule? Also, Iran has asked if she could see the lesson plans in advance. I realize this might not be possible since plans can shift so much, but I figured I'd ask!

Best,

Kelly

Emails regarding 2019 site visit

From: Tahreem Akhtar
To: [REDACTED]
Cc: Larim Alal; Denise Tarabishi
Subject: AHMS Site Visit Feedback
Date: Friday, November 1, 2019 12:52:59 PM
Attachments: Outlook:nesquoki.cna
DU_instructional_framework.cna

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Dear [REDACTED]

My name is Tahreem Akhtar and I manage the Grants to Schools program, along with a few other projects at QFI. I realized that we did not follow up the visit with the consultant's feedback and I apologize for the delay in getting it to you. Please find the consultant's comments below:

Ms. [REDACTED] demonstrated a very professional demeanor in the classroom. Her voice and demeanor were calming and nurturing. Her interaction with the students was very personal and responsive. She moved about the room trying to help the students at each center.

There was evidence that Ms. [REDACTED] is a thorough planner, as each of the centers were ready with the materials that the students would need and supports for the students. There were well-established routines for moving from one center to another and the students were very responsive to the teacher's attention getters. It is evident that Ms. [REDACTED] enjoys teaching and is focused on her students!

During the debriefing session, Ms. [REDACTED] portrayed herself as a very open-minded professional who is eager to learn and who collaborates well with her partner, Ms. [REDACTED]. They are both very excited about their work and their future plans. Both are eager to receive additional training and continue to grow.

Recommendations: Ms. [REDACTED] could benefit from:

- 1-1 coaching to ensure that she has a grasp of the basic core DU instructional strategies and a clear command of the explicit instructional model (gradual release). (see attachment for reference)
- Doing coached observations of other teachers like Ms. Attar and Ms. Robinson
- Implementing only one center (so the same activity but at multiple centers, rather than different activities at each center) at a time and preceding the release of the students to work in groups with sufficient explicit instruction, guided practice, a full 4-step instructional cycle and accessible linguistic supports for the task.

Please note that this feedback is being shared with you privately. You may wish to share with your administrator, but QFI will not share this. Let me know if you have any questions! Thank you.

Best,

Tahreem Akhtar
Program Associate
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