

# Pre-Observation Planning Conversation Guide

Name \_\_\_\_\_ Mentor \_\_\_\_\_

Grade/Subject \_\_\_\_\_ Date: \_\_\_\_\_

Example Questions	Mentor Notes
<p><b>Questions to clarify goals</b></p> <ul style="list-style-type: none"> <li>• What are you planning to teach?</li> <li>• What do you want students to know and be able to do as a result of this lesson?</li> <li>• Which curriculum standard(s) does this lesson address?</li> <li>• How does this fit with what you have been doing recently with your students?</li> </ul>	
<p><b>Questions to identify what will be taught and how it will be taught</b></p> <ul style="list-style-type: none"> <li>• What specifically will you be introducing/reviewing with the students? How will you do that?</li> <li>• Do any of your students have special needs? If so, how will you accommodate them?</li> <li>• What modifications or scaffolding have you done with them already?</li> <li>• What will I see when I observe the beginning of the lesson? The middle? The end?</li> <li>• What will you be doing?</li> <li>• What will the students be doing?</li> <li>• What is the most crucial ingredient for this lesson to be successful? <ul style="list-style-type: none"> <li>• Are there any parts of the lesson that you are uncertain about?</li> </ul> </li> </ul>	
<p><b>Questions on routines, procedures, and materials management</b></p> <ul style="list-style-type: none"> <li>• How many students do you have?</li> <li>• How will the students be organized (e.g., individually, in groups)?</li> <li>• What are the benefits of organizing the students in this way?</li> <li>• How long is the lesson?</li> <li>• What materials will the students be using, if any? <ul style="list-style-type: none"> <li>• How will you distribute them?</li> </ul> </li> </ul>	
<p><b>Questions on evidence of student understanding and learning</b></p> <ul style="list-style-type: none"> <li>• How will you know if students have learned what you want them to know and be able to do?</li> <li>• What specific evidence are you looking for?</li> <li>• How will you be assessing this lesson? <ul style="list-style-type: none"> <li>• In the future, how will you assess learning in this lesson — for example, as it relates to other lessons in the unit?</li> </ul> </li> </ul>	
<p><b>Questions regarding what data will be most useful to reflect upon</b></p> <ul style="list-style-type: none"> <li>• What would you like me to pay attention to?</li> <li>• What kind of information would be most useful for you to reflect upon after the lesson?</li> <li>• What way of recording that information would be most useful to you?</li> </ul>	
<p><b>Reminder for the new teacher</b></p> <ul style="list-style-type: none"> <li>• Remember that if you need to change anything for the benefit of the students, feel free to do so. That is a natural part of teaching.</li> </ul>	