

Pre-Observation Planning Conversation Guide

Name \_\_ \_ \_ Mentor \_ Grade/Subject Date: \_

| **Example Questions** | **Mentor Notes** |
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| **Questions to clarify goals*** What are you planning to teach?
* What do you want students to know and be able to do as a result of this lesson?
* Which curriculum standard(s) does this lesson address?
* How does this fit with what you have been doing recently with your students?
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| **Questions to identify what will be taught and how it will be taught*** What specifically will you be introducing/reviewing with the students? How will you do that?
* Do any of your students have special needs? If so, how will you accommodate them?
* What modifications or scaffolding have you done with them already?
* What will I see when I observe the beginning of the lesson? The middle? The end?
* What will you be doing?
* What will the students be doing?
* What is the most crucial ingredient for this lesson to be successful?
* Are there any parts of the lesson that you are uncertain about?
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| **Questions on routines, procedures, and materials management*** How many students do you have?
* How will the students be organized (e.g., individually, in groups)?
* What are the benefits of organizing the students in this way?
* How long is the lesson?
* What materials will the students be using, if any?
* How will you distribute them?
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| **Questions on evidence of student understanding and learning*** How will you know if students have learned what you want them to know and be able to do?
* What specific evidence are you looking for?
* How will you be assessing this lesson?
* In the future, how will you assess learning in this lesson — for example, as it relates to other lessons in the unit?
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| **Questions regarding what data will be most useful to reflect upon*** What would you like me to pay attention to?
* What kind of information would be most useful for you to reflect upon after the lesson?
* What way of recording that information would be most useful to you?
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| **Reminder for the new teacher*** 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.
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