

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? |  |
| **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? |  |
| **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? |  |
| **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? |  |
| **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? |  |
| **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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