

Mentee: _____

Date: _____

Pre-Observation Conference Reminder Sheet

- ✓ Purpose: _____
- ✓ How are you feeling about the lesson that you have prepared?
- ✓ Let's take a look at your lesson plan...
 - Walk me through the lesson.
 - Clarify learning outcome.
 - Clarify rationale for selection of learning outcome.
- ✓ What is your teaching behavior focus for this lesson?
 - (Classroom mgt, positive reinforcement, instructional monitoring, equity, effective questioning, varied instructional strategies – direct, indirect, etc.)
 - Clarify why mentee selected this behavior.
- ✓ As I observe you, I'll use a couple of observation instruments.
 - Lesson plan and seating chart, along with a blank note pad.
Other instruments, if indicated: _____
 - I'll be gathering data on three questions:
 - Did you reach your learning outcomes?
 - Did your classroom management support the students' learning?
 - And other things that you did effectively or need to improve.
 - You'll receive a copy of all my notes at our next meeting.
- ✓ Where should I sit? _____
- ✓ Are there any special circumstances in this class? _____
- ✓ Remember that you will need to video-tape yourself, so that you can observe yourself and complete the reflection page of your lesson plan prior to our next meeting.
 - Meeting time: _____
- ✓ Any questions? _____