

APPENDIX E

PRE-OBSERVATION PLANNING FORM *(Please type)*

Teacher's Name: _____ Date of Conference: _____

Grade Level/Curriculum Area Observed _____

Date of Observation _____

1. Describe the students in your class.
2. What are your specific goals for this lesson? What key knowledge and concepts will be taught? Where does this lesson fit in the unit?
3. Briefly summarize what you will be doing and what students will be doing during the lesson.
4. Talk about the different ability and interest levels in this class. Explain how you will address these different needs.
5. How will you assess student achievement of your stated goals?
6. What would you like me to look for? What specific feedback/data will help you?