

Pre-Observation Conference Form

Teacher: _____ Date: _____

1. Learning Content (relationship to unit, area of study, program goals)

2. Learner Characteristics (What students are alike- Special needs, etc.)

3. Lesson Objectives
 - a. Content (What is to be learned)
 - b. Process (What students will be doing)

4. Assessment
 - a. Pre-assessment (Processes used to determine level of student readiness)
 - b. Post-assessment (Processes used to evaluate student learning)

5. Instructional Strategies and Materials (Resource Methods, teaching techniques)

6. Observer Focus (Major focus of data collection)

This form was completed and discussed prior to the Formal Observation scheduled for

Period/Time/Date

Teacher's Signature

Observer's Signature