

# Pre Observation Conference Guide

## Conducting Effective Content Planning Conferences

Mentors use this form as a guide to conduct effective content planning conferences with teacher candidates.

Give the teacher candidate a copy of this completed document to upload in their assignment dropbox.

Pre Conference Steps	Mentor Notes
1. What is the <b>content</b> of the lesson?	
2. What are the <b>materials</b> that will be used to teach the content?	
3. What <b>key concepts</b> do you want your students to take away from the lesson?	
4. What <b>prior knowledge</b> is required before teaching this content?  How will you <b>ensure</b> your students have this prior knowledge?	
5. How will you <b>present the lesson objective</b> in kid-friendly language to your class?  Will you <b>share</b> this with your students <b>orally</b> or will it be <b>written</b> on the board?	
6. What are your <b>lesson activities</b> ?	
7. Will you be using <b>formative or summative assessment</b> ? If so, describe.  How will you <b>track student progress</b> and <b>understanding</b> ?	