

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 dropdown.

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