

Mentor: _____ Mentee: _____

Conference: _____ Date: _____

| PRE-OBSERVATION CONFERENCE | |
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| Component | Behaviors – cite examples |
| 1. Purpose a. ____ Orientation b. ____ Concern c. ____ Instruction Improvement d. ____ Review Progress on TPAI or any other general analysis form. e. ____ Evaluation - Summative | |
| 2. Feelings a. ____ ILT's Feelings b. ____ Evidence of listening c. ____ Mentor's feelings | |
| 3. Learning Outcomes a. ____ Learning outcome – A.L. b. ____ Rationale for selection – A.L. c. ____ Lesson plan for outline d. ____ Evidence of listening | |
| 4. Teaching Behavior Focus a. ____ Teaching focus – A.L. b. ____ Rationale for selection – A.L. c. ____ Evidence of listening | |
| 5. Information Gathering a. ____ Observation instrument b. ____ Collect data on 3 questions: <ul style="list-style-type: none">• Did you reach learning outcomes?• Was classroom mgt. supportive?• Did you meet the goals of your teaching focus? | |
| 6. Ground Rules a. ____ Share Notes b. ____ Logistics: <ul style="list-style-type: none">• Where should I sit?• Special circumstances? | |
| 7. Follow-up a. ____ Feedback time. b. ____ Self-evaluation sheet for ILT. c. ____ Any questions? | |