

**Employee Name** \_\_\_\_\_ **Observation Date** \_\_\_\_\_

**Evaluator Name** \_\_\_\_\_ **Pre Conference Date** \_\_\_\_\_

**Lesson Segments Involving Routines**

1. What are the learning targets for the lesson? (Component 1.1)

**Lesson Segment Addressing Content**

2. Where are you in the unit of instruction? Which phase you are in: introducing new knowledge; practicing and deepening knowledge; organizing students for cognitively complex tasks? (Components 2.1, 2.2, 2.3)

3. What instructional strategies will be used in teaching the content of this lesson? (Components 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7)

Student Observations and Monitoring  
Student Progress Monitoring  
Exit/Admit Slips  
Visual Representations  
Vocabulary  
Think-Pair-Share  
Student Conferences

Embedded Questioning  
Quizzes  
Journals  
Note Taking  
Concept Formation  
Mind Maps  
Chunked Assignments

Student Self-Assessment  
Discussion  
Graphic Organizers  
Summaries  
Thumbs Up/Thumbs Down  
Outlines  
Other: \_\_\_\_\_

**Lesson Segment Enacted "On the Spot"**

4. How will you engage all students? How will you respond when students struggle to learn the material? How will you respond when students already know it? (PLC Questions 3 and 4) (Components 2.4, 2.5, 2.6)

**General**

5. Is there anything that you want me to be aware of about the class or lesson (i.e., student behaviors, student interactions, students with special circumstances, first time teaching the lesson, other)?

6. Is there any specific observational data that you would like me to collect?

7. Using the Non-Observable Criteria Form, please check any areas that you would like to discuss with your evaluator.