

# 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)

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

\_\_\_\_\_  
Period/Time/Date

\_\_\_\_\_  
Teacher's Signature

\_\_\_\_\_  
Observer's Signature