

Pre Conference Checklist for Mentors

Mentor Teacher: _____ Mentee: _____

Identify the standard and quadrant of the learning cycle : (Ex. Grade 3 ELA Standard -Key Ideas and Details: Describe characters in a story. My lesson uses a think-aloud procedure to model how to infer character traits and recognize a character's growth across a text. My students will consider the underlying reasons of why the character changed, supporting their ideas and inferences with evidence from text. Today is Day 1 which is the introduction of the idea that good readers get to know and understand characters to enhance comprehension and enjoy books.)

IPPAS Dimension and Element to be addressed: (Ex. Dimension 3, Element 4)

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What would you like to work on?: What information or feedback is the mentee looking for? (Ex. The mentee has expressed his or her concern that although lessons seem to be well planned, students show signs of disengagement.)

Data collection tool to be used: (check 1):

	Classroom Performance Indicator		Classroom Traffic
	Selective Verbatim		At Task
	Verbal Flow		Shadowing

Logistics:

Date and time of observation: _____ Length of observation: _____

Date and time for post conference (after observation): _____

Do I need a seating chart?	Y	N	May I interact with your students?	Y	N
Did we place the meeting in our Microsoft calendar	Y	N	Would you like the lesson to be video or audio recorded?	Y	N
Where would you like for me to be located during the observation?					

Additional considerations: _____