

**PRE-OBSERVATION PREPARATION GUIDE**

Dear Teacher Candidate:

Please fully complete this form in advance of each one of my observations. Your attention to these items will assist me in doing a good job of serving you and of meeting your needs each time I visit your classroom. Thanks for doing this!

Your Supervisor \_\_\_\_\_ Date of Observation: \_\_\_\_\_

Class/Classes/Activities to be Observed: \_\_\_\_\_

**What goal or goals is/are your focus for this week? (see the purple weekly feedback form)**

  
  
  

**List at least one (and no more than three) specific areas of your teaching on which you would like me to focus as I observe you teach today (e.g., transitions between lessons):**

  
  
  
  

**Please list any specific topics you would like to discuss during our post-observation conference. By listing these items, you will give me the opportunity to prepare for our discussion.**

  
  
  
  
  

**Pre-Observation Checklist** - Please use the following checklist to prepare for your professor's observation visit:

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| <p>_____ Pre-Observation Preparation Guide is fully completed.</p> <p>_____ Teacher candidacy binder is <i>well organized</i> (so well organized that even a college professor will be able to easily find key documents).</p> <p>_____ Weekly feedback forms are current.</p> <p>_____ Reflective journal entries are current through yesterday.</p> | <p>_____ Copy of the lesson plan(s) for the lesson(s) to be observed are located behind the front tab of the teacher candidacy binder (immediately behind this form).</p> <p>_____ A copy of student text(s), handouts, trade book(s), etc. that will be used during observed lesson(s) are available for use by my professor.</p> <p>_____ Other things I need to prepare in advance of this visit:</p> |
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