

**Pre Observation Conference Form**  
**Mentor Observation of Protégé Form**  
**Post Observation Conference Form**

**STRUCTURE 10**



In this structure the mentor will observe the protégé for **Domain 3: Instruction**. Prior to observing your protégé have a brief meeting with the beginning teacher using the questions from the **Pre Observation Conference Form** to guide your conversation.

Observe the lesson, taking notes and collecting evidence using the **Mentor Observation Form**. As soon as possible after the lesson is taught have a post observation conference with the beginning teacher. In preparation for this conference use the **Post Observation Conference Form**. Have a reflective conversation with the beginning teacher.

***NOTE:** Mentors are to bring these to the next monthly meeting. Mentors should make three copies, one for the protégé, and one for the mentor and turn one copy in to trainers.*

# Pre-Observation Conference Guide

**STRUCTURE**

**10**



Who are the learners?

What are the objectives of the lesson?

What methods and materials will be used?

Where does the lesson fit into the curriculum?

When and how will evaluation be done?

How do you feel about this lesson?

Are there specific students you are concerned about?

Is there anything specific you would like me to observe?

Do you have any other questions or concerns about the lesson?

# Mentor Observation of Protégé

# Structure 10



Mentor Name \_\_\_\_\_ Protégé Name \_\_\_\_\_  
Date \_\_\_\_\_ Subject/Grade Level \_\_\_\_\_

## Communicating with Students

## Using Questioning and Discussion Techniques

## Engaging Students in Learning

## Using Assessment in Instruction

## Demonstrating Flexibility and Responsiveness

## **Post-Conference Planning Guide**



**What would your goals for the conference be?**

**What data from the script would you want to discuss?**

**Are there specific commendations you would give protégé?**

**Are there specific recommendations you would want to make? If so, how will you communicate them? And what on-going coaching support might you provide your protégé to help him/her find success?**