## Appendix B: Pre-Conference Guide



**School of Education**

**Pre-Conference Guide**

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| Student Teacher’s Name | Date & Time | College Supervisor’s Name |
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**Step 1**:  **Planning**

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| --- | --- |
| **Preparation-expectations for pre-conferencing have been clearly established and communicated. Student Teacher brings all of the following:** | Prepared?✔ |
| * Completed lesson plan
 |  |
| College Supervisor asks Student Teacher to, |
| 1. Bring instructional materials,
 |  |
| 1. Refer to Bloom’s Taxonomy
 |  |
| 1. Adopt the edTPA Lesson Plan template
 |  |
| 1. Provide rationale for the standards being utilized in the lesson plan (# & verbiage)
 |  |
| 1. Share objective(s) being utilized for lesson and College Supervisor & Student Teacher analyze objective(s), specifically identifying:
2. Alignment of the objective’s verb to that in the standard
3. Measurable K.U.D. (What will students Know, Understand, and/or be able to Do at the end of this lesson?)
 |  |
| 1. Share sub-objective(s) being utilized for the lesson specifically identifying all of the following:
2. Connections to prior learning/lessons
3. Relevance to students’ real-lives and/or the real world
4. New, and/or review, content knowledge and skills (to include related academic language in the discipline)
 |  |
| * Assessment rubric included in the lesson plan (Exemplar at the ‘Meets’ level)
 |  |
| * Analysis of students’ learning (based on students’ test results, work samples, artifacts, understanding of challenges and difficulties)
 |  |
| * Personal goals for the growth areas that were identified in the previous Coaching Visit Form
 |  |

**Step 2**:  **Assessment**

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| **Descriptors:**Pre-Conference Step 2 includes **all** of the following:➔ **College Supervisor asks Student Teacher:** | Prepared?✔ |
| * How are your assessments or rubrics being utilized for lesson?
 |  |
| * How are the objectives aligned with assessments?
 |  |
| * How will you formatively assess throughout the lesson?
 |  |
| * How and why will you differentiate assessment(s)?
 |  |

**Step 3**: **Instructional Delivery**

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| --- | --- |
| **Descriptors:**Pre-Conference Step 3 includes addressing **ALL** of the following: ➔ **College Supervisor asks Student Teacher to,** | Prepared?✔ |
| * Identify and explain a recent growth area and actions you are taking to improve in this lesson.
 |  |
| * Rehearse (model) how you will deliver the instructional strategies and procedures while referencing:
1. your lesson plan,
2. the lesson’s related materials *(i.e.: anchor chart, manipulatives, etc.)*
3. how you plan to display improvement in your growth area within this lesson
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