

**School District 148  
Induction/Mentor Program  
Remote Mentoring 2020-21  
Observation Activity**

Goal

- To help the protégé recognize their strengths based on the Illinois Professional Teaching Standards and Elements of best practice.
- To help the protégé discover areas for improvement based on the Illinois Professional Teaching Standards and Elements of best practice.

Purpose

- To allow the protégé to be observed by the mentor
- To allow the protégé to observe the mentor or other cooperating teacher

Procedure:

- 1) Mentor and protégé complete the planning conference form
- 2) Observer completes the observation **choosing the form** that will assist the observer in gathering data around the area of focus.
- 3) Mentor and protégé meet to complete the reflective conference form

Timeline: Planning Conference	30 minutes
Observer completes observation	30-45 minutes
Reflective Conference	30 minutes

**SD148 Induction/Mentor Program Planning Conference Form**  
**To be completed by the protégé and the mentor**

Name of Protégé \_\_\_\_\_ Date \_\_\_\_\_

Name of Mentor \_\_\_\_\_ School \_\_\_\_\_

Name of Observer \_\_\_\_\_

**Planning Conversation**

In your own words, please choose an area of focus for the observation.

The area of focus will be: \_\_\_\_\_

Which of the Illinois Professional Teaching Standards and the Danielson Elements of best practice does the focus address?

\_\_\_\_\_

**Things to consider during the planning conference:**

1. What will be the goal of the lesson? What strategies / steps will be used?
2. What evidence will be needed to demonstrate successful achievement of the goal?
3. What element of the lesson will be observed?
4. What difficulties might arise during the lesson?
5. Are they any individuals or groups you want me to know about before the observation?  
Is there anything else that should be known before the observation?
6. What form will be used to collect data during the observation?
7. Where will the observer sit?

Summarize the discussion, noting what was decided.

**Observation will occur:**

Date / Time /Subject \_\_\_\_\_

**Reflective Conference will occur:**

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

**Induction/Mentor Program Observation Form**  
**To be completed by observer**

**(insert the observation form used to collect the data during the observation)**

**SD148 Induction/Mentor Program Reflective Conference Form**  
**To be completed by the protégé and the mentor**

Name of Protégé\_\_\_\_\_ Date\_\_\_\_\_

Name of Mentor\_\_\_\_\_ School\_\_\_\_\_

Name of Observer \_\_\_\_\_

Directions: Review the planning conference and observation forms completed. Reflect on the lesson and discuss the following questions with your mentor:

- What was the goal of the lesson?
- How do you feel about the instruction of the lesson?
- To what extent was the goal achieved? What data supports that?
- Based on the observation and discussion with your mentor, what will you incorporate into your teaching practice? Change for next time?

Directions: Respond in writing to the following questions

1. What was learned from the data collect in the area of focus?
  
  
  
  
  
  
  
  
  
  
2. What did you learn about best teaching practices based on the area of focus that was chosen?
  
  
  
  
  
  
  
  
  
  
3. How do you plan to continue to improve on this best practice?