

**School District 148
Induction/Mentor Program
Observation Activity**

Goal

- To help the protégé recognize their strengths based on the Danielson Framework for Teaching Standards and the Illinois Professional Teaching
- To help the protégé discover areas for improvement based on the Danielson Framework for Teaching and the Illinois Professional Teaching

Purpose

- To allow the protégé to be observed by the mentor.
- To allow the protégé to observe the mentor or another cooperating teacher.
- This form is used for both mentor and protégé observations.

Procedure:

- 1) Mentor and protégé complete the planning conference form
- 2) Observer completes the observation **choosing the one observation tool** 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 minute

School District 148 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 Danielson Framework for Teaching elements and the Illinois Professional Teaching Standards 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 there 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 _____

**School District 148 Induction/Mentor Program
Observation Form - To be completed by observer.**

(Insert the notes or the one completed observation tool chosen to be used to collect the data during the observation)

School District 148 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 collected 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?