**PLANNING CONFERENCE STRUCTURED INTERVIEW FORM A**

Name of Teacher: Name of Observer:

Planning Conference Date:Observation Date:Reflection Conference Date:

**Instructions:** Please attach your lesson plan, assessments, scoring guides, and/or rubrics to this document. Please be prepared to discuss the following questions in preparation for the planning conference.

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| **CLASSROOM DEMOGRAPHICS: (Briefly describe the students in your room, e.g.: number of students, gender, special needs, etc)** |
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| **ROUTINE EVENTS (What will you do to establish learning goals, track progress and celebrate success for this lesson)** |
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| **CLASSROOM RULES AND PROCEDURES (What will you do to establish or maintain classroom rules and procedures for this lesson)** |
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| **CONTENT (Please consider the following questions)** |

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| **What will you do to help students effectively interact with new knowledge?** | **What will you do to help students practice new knowledge?** | **What will you do to help students generate hypothesis about new knowledge?** |
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| **ENACTED ON THE SPOT:** |
| **What will you do to engage students in the lesson?** |
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| **What will I do to recognize and acknowledge lack of adherence to classroom rules and procedures?** |
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| **What will I do to establish and maintain effective relationships with students during this lesson?** |
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| **What will I do to communicate high expectations to students within the lesson?** |
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| **How will this lesson be organized as part of a cohesive unit?** |
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