

# PLAN THE OBSERVATION

Establish shared expectations well before the observation.

Key Components to Discuss	Guiding Questions	Notes
<b>Observation day and time</b>	<ul style="list-style-type: none"> <li>Where and when will the observation take place?</li> </ul>	
<b>Observation/classroom logistics</b>	<ul style="list-style-type: none"> <li>How long will the observation last?</li> <li>Where is the best place for the observer to sit?</li> <li>What kinds of interaction between observer and students are okay?</li> <li>What does the observer need to know about the classroom and/or students?</li> </ul>	
<b>Instructional goal of lesson</b>	<ul style="list-style-type: none"> <li>What is the instructional goal of the lesson?</li> <li>What standard(s) does it align to?</li> <li>Why does the observee want students to achieve this goal?</li> </ul>	
<b>Focus of observation</b>	<ul style="list-style-type: none"> <li>What is the focus of the observation? (E.g., classroom management, questioning, student discourse)</li> <li>What does the observee hope to gain as a result of being observed?</li> </ul>	
<b>Student work and data to collect</b>	<ul style="list-style-type: none"> <li>What will students be working on during the lesson?</li> <li>What work can be collected and discussed during the debrief?</li> <li>What data, if any, will be generated in the lesson?</li> </ul>	
<b>Confidentiality</b>	<ul style="list-style-type: none"> <li>What needs to be kept confidential between the observer and observee to enable authentic growth?</li> </ul>	
<b>Debrief conversation day and time</b>	<ul style="list-style-type: none"> <li>Where and when will the debrief conversation take place?</li> </ul>	

This tool was developed as part of Learning Forward’s support for 2,000 Mentor Teachers through its partnership with the Louisiana Department of Education.

Learn more about the partnership at <https://www.louisianabelieves.com/teaching/louisiana-mentor-teachers>.