

Governors State University

Beginning Teacher Program

Co-observation Activity

Goal

- To help the first year participating teacher recognize best teaching practice.
- To help the first year participating teacher discover areas for improvement based on best practice.

Purpose

- To allow the first year participating teacher and mentor to co-observe another teacher
- To allow the first year participating teacher and mentor to observe and discuss best practice

Procedure:

1. Mentor and first year participating teacher complete the planning conference form
2. Mentor and first year participating teacher observe the same class at the same time, sitting close enough to one another to communicate during the lesson, however, they will **complete separate co-observation forms**
3. Mentor and first year participating teacher meet to complete the reflecting conference form

Timeline: Meeting to complete planning conference	30 minutes
Observation	30-45 minutes
Meeting to complete reflective conference	30 minutes

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Name of Participating Teacher _____ School/District _____

Name of Mentor Teacher _____ Date _____

Planning Conference Conversation

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 management procedures will be observed?
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. Where will the observers sit?

Summarize the discussion, noting what was decided.

Name of teacher being observed _____

Observation will occur:

Reflective Conference will occur:

Date / Time /Subject _____

Date / Time _____

Mentor Observation Record

Mentor Name _____ Date _____

Class observed – Grade Level _____ Subject Area(s) _____

How teacher began the lesson	
Background knowledge used	
Motivational techniques Used	
Distribution and collection of materials	
Flow of lesson	
Pacing of lesson	
How directions were given	
Checking for understanding	
Variety of vocal intonation	
Materials used in lesson	
Transitions	
Closure or review of lesson	
Teachable Moments	
Differentiation	
Student Engagement	
Other	

Adapted from C. Einhorn, 2007

Participating Teacher Observation Record

Participating Teacher Name _____ Date _____
 Class observed – Grade Level _____ Subject Area(s) _____

How teacher began the lesson	
Background knowledge used	
Motivational techniques Used	
Distribution and collection of materials	
Flow of lesson	
Pacing of lesson	
How directions were given	
Checking for understanding	
Variety of vocal intonation	
Materials used in lesson	
Transitions	
Closure or review of lesson	
Teachable Moments	
Differentiation	
Student Engagement	
Other	

Adapted from C. Einhorn, 2007

Reflective Conference Conversation

Directions: Review the planning conference notes and co-observation form. Think about the following questions:

- Discuss with your mentor the observation form you both completed during the co-observation noting similarities and differences
- Based on the observation and discussion with your mentor, what will you incorporate into your teaching practice?

Summarize the discussion between the first year participating teacher and the mentor after the observation

Directions: Respond in writing to the following questions

1. What did you learn about best teaching practices based on the co-observation?
2. How do you plan to continue to improve on this best practice?

Please add any additional comments regarding the structure/format of this activity