## Appendix B: Pre-Conference Guide



**School of Education**

**Pre-Conference Guide**

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| Student Teacher’s Name | Date & Time | College Supervisor’s Name |
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**Step 1**:  **Planning**

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| **Preparation-expectations for pre-conferencing have been clearly established and communicated. Student Teacher brings all of the following:** | Prepared?  ✔ |
| * Completed lesson plan |  |
| College Supervisor asks Student Teacher to, | |
| 1. Bring instructional materials, |  |
| 1. Refer to Bloom’s Taxonomy |  |
| 1. Adopt the edTPA Lesson Plan template |  |
| 1. Provide rationale for the standards being utilized in the lesson plan (# & verbiage) |  |
| 1. Share objective(s) being utilized for lesson and College Supervisor & Student Teacher analyze objective(s), specifically identifying: 2. Alignment of the objective’s verb to that in the standard 3. Measurable K.U.D. (What will students Know, Understand, and/or be able to Do at the end of this lesson?) |  |
| 1. Share sub-objective(s) being utilized for the lesson specifically identifying all of the following: 2. Connections to prior learning/lessons 3. Relevance to students’ real-lives and/or the real world 4. New, and/or review, content knowledge and skills (to include related academic language in the discipline) |  |
| * Assessment rubric included in the lesson plan (Exemplar at the ‘Meets’ level) |  |
| * Analysis of students’ learning (based on students’ test results, work samples, artifacts, understanding of challenges and difficulties) |  |
| * Personal goals for the growth areas that were identified in the previous Coaching Visit Form |  |

**Step 2**:  **Assessment**

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| **Descriptors:**  Pre-Conference Step 2 includes **all** of the following:  ➔ **College Supervisor asks Student Teacher:** | Prepared?  ✔ |
| * How are your assessments or rubrics being utilized for lesson? |  |
| * How are the objectives aligned with assessments? |  |
| * How will you formatively assess throughout the lesson? |  |
| * How and why will you differentiate assessment(s)? |  |

**Step 3**: **Instructional Delivery**

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| **Descriptors:**  Pre-Conference Step 3 includes addressing **ALL** of the following:  ➔ **College Supervisor asks Student Teacher to,** | Prepared?  ✔ |
| * Identify and explain a recent growth area and actions you are taking to improve in this lesson. |  |
| * Rehearse (model) how you will deliver the instructional strategies and procedures while referencing:  1. your lesson plan, 2. the lesson’s related materials *(i.e.: anchor chart, manipulatives, etc.)* 3. how you plan to display improvement in your growth area within this lesson |  |

