

## Pre-Observation Conference

Teacher:

Evaluator:

At the pre-observation conference, be prepared to discuss the following:

1. What subject/topic will the evaluator be observing?  
If appropriate, what level?                      What is the overall goal of the course?
2. Is this a new, review, or extension lesson?
3. How does this fit into your overall curriculum?
4. What is the objective for the lesson?
5. How will you determine if the objective is achieved?
6. What methods and/or materials will you use to achieve the objective?
7. Is there anything special that the evaluator should be aware of in observing this class? (New techniques or strategies? Is this a typical lesson?)
8. Is there an area that you want the evaluator to report back to you in?

What will be the follow-up?

Date & Time of Lesson: