

Lesson Plan Outline Instructions

To be completed and returned to observer/reviewer at least two weeks prior to first visit.
Send a paper or electronic copy of the lesson plans to your observer/reviewer.

Lesson plans should be prepared for the observer/reviewer for each of the three lessons to be observed, including any videotaped lessons. It is assumed that the lesson constitutes what occurs on a single day during the normal class period.

Each lesson plan outline should contain the following information:

1. Lesson objective(s)
2. Lesson in Sequence. Briefly describe (a few sentences) the previous day's lesson and how this lesson connects with or builds on the previous lesson. (Does this lesson identify what students know about a topic? Does it engage them in applying previously-learned information to a new situation? Does it review or reteach a topic found to not be well understood?)
3. Lesson Activities. What does the teacher do? What do students do? Do some students work on different activities than others? What are the different activities, and how was that decision made? (Identify specific instructional materials for this lesson if this was not done in the Unit Plan Outline.) If the lesson comes directly from a text, module, kit, or other prepared materials, include a copy of the pertinent materials with the Lesson Plan Outline. Also, include copies of any student handout materials or worksheets.
4. Follow-up. What will be tomorrow's lesson objective? How will it link with today's lesson? For lessons that are designed to carry over to another day, information about that "carry-over" lesson should be included in the Lesson Plan Outline.

The Lesson Plan Outline should be organized so it is easy for the observer/reviewer to get a good understanding of the lesson design and the plan for implementing it. The plan should be succinct but complete.

If you have questions about the lesson plan outline, contact: Cynthia Halderson or Mark Jenness at SAMPI—Western Michigan University (Phone: 269-387-3791 or Email: cynthia.halderson@wmich.edu or mark.jenness@wmich.edu).