

# Conferencing Protocol

## Pre-Observation Conference

### **Clarify goals and context for the lesson**

Tell me about this lesson and its context. What has led up to this lesson? How is it building on previous lessons? How does it meet students' needs? Where does it fit in the curriculum?

### **Determine evidence of success/student achievement**

What do you want the students to learn through this lesson? How will you know they are successful? How will your students know your expectations?

### **Explore teaching strategies and decisions made**

How will the instructional strategies and resources you're using during the lesson promote student learning? How will you scaffold or differentiate instruction or expectations for special needs students?

### **Identify focus for data collection**

What are you curious to learn from this observation?

## Post-Observation Conference with Analysis of Student Work

### **Summarize impressions of the lesson.**

How do you think the lesson went? How do you feel about the lesson?

### **Recall data to support those impressions and assessments.**

How successful were your students? In what ways did they meet or not meet your expectations and learning goals? How do you know?

### **Analyze the students' work (Use "Analysis of Student Work" form).**

What did you learn by sorting your students' work and talking about what they know and what they need to learn? What changes will you make in your teaching as a result of this examination?

### **Analyze the observation data (Share data collected).**

What do you notice? What does the observation data tell you about your teaching and your students' behavior and learning? What is the relationship between this data and the students' work?

### **Synthesize learnings, draw conclusions, set next steps**

What conclusions can you draw? What are some next steps? How might you support your students in moving forward in their learning? How might you follow up this lesson?

### **Reflect on the coaching process, propose refinements**

How might I support you in your next steps? What feedback do you have about this process and our work together?

*Conferencing Protocol adapted from A. Costa and R. Garmston*