

Preobservation meeting

This tool reminds participants of the norms for an observation and helps the group understand the context of the lesson and clarify their focus for observation.

- OBSERVATION NORMS**
- To maximize this learning opportunity to its fullest potential, we will be following these norms:**
- Read the lesson/room like a text.
 - Be present for the entire process.
 - Bring record sheets and a pen/pencil.
 - Record your observations silently and bring notes back to help frame the debriefing session.
 - Use your goals to frame observation.
 - Keep in mind that only the host teacher and his/her students should have interactions.
 - When appropriate, move freely but silently around the room.
 - Be silent. No side conversations or questioning of host during the observation period.
 - Listen with our ears. Learn with our minds. Understand with our hearts.

HOST	Context Set the stage	Objective Lesson focus	Feedback Target area
Host's name	What has been happening in the classroom? What do observers need to know about your class or your context?	What is the focus of the observed lesson?	Is there any specific area about which the host would like observers to collect feedback?

OBSERVERS	Connection	Goal What will I focus on?
Name	Knowing the context and focus for the lesson, each observer makes a connection to his or her classroom.	Considering the context and teacher connection from the previous steps, what will be a focus area for the observer? (i.e. classroom structure, transitions, evidence of student understanding or engagement)

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