##### **Model Observation Protocol: Post-Conference Planning Form**

*This form is not required, but the feedback provided should cover all the components contained within.*

*Ideally occurs one to two days following the observation and last between 20-30 minutes*

*The conference may take place face-to-face, Skype, Facetime, Google Hangout, etc.*

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| **Observation Details**  *Candidate may wish to submit a written reflection prior to the post-conference. See the Candidate Self-Reflection Form. If adding this step, plan to complete the analysis prior to reviewing the candidate self-reflection.* | | | | |
| Date: |  | | Time (start/end): |  |
| Content Topic/Lesson Objective: | |  | | |

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| **Refinement Area #1**  *(Areas for Improvement)* | |  | | --- | |  | | 1.A.4: Well Structured Lessons | |  | | --- | |  | | 2.B.1 Safe Learning Environment |
| |  | | --- | |  | | 1.B.2: Adjustments to Practice | |  | | --- | |  | | 2.D.2 High Expectations |
| |  | | --- | |  | | 2.A.3: Meeting Diverse Needs | |  | | --- | |  | | 4.A.1 Reflective Practice |
| Self-Reflection Question(s) to prompt candidate |  | | | |
| Evidence from Observation | *Examples include:*   * *Lesson Plan & Pre-Conference Planning Form* * *Notes from Pre-Conference* * *Observation Form that contains categorized evidence* * *Candidate Self-Reflection Form (if required)* | | | |
| Recommended Action |  | | | |
| Potential Resources/Guided Practice/Training to support |  | | | |

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| **Refinement Area #2**  *(Areas for Improvement)* | |  | | --- | |  | | 1.A.4: Well Structured Lessons | |  | | --- | |  | | 2.B.1 Safe Learning Environment |
| |  | | --- | |  | | 1.B.2: Adjustments to Practice | |  | | --- | |  | | 2.D.2 High Expectations |
| |  | | --- | |  | | 2.A.3: Meeting Diverse Needs | |  | | --- | |  | | 4.A.1 Reflective Practice |
| Self-Reflection Question(s) to prompt candidate |  | | | |
| Evidence from Observation |  | | | |
| Recommended Action |  | | | |
| Potential Resources/Guided Practice/Training to support |  | | | |

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| **Reinforcement Area #1**  *(Areas of strength)* | |  | | --- | |  | | 1.A.4: Well Structured Lessons | |  | | --- | |  | | 2.B.1 Safe Learning Environment |
| |  | | --- | |  | | 1.B.2: Adjustments to Practice | |  | | --- | |  | | 2.D.2 High Expectations |
| |  | | --- | |  | | 2.A.3: Meeting Diverse Needs | |  | | --- | |  | | 4.A.1 Reflective Practice |
| Evidence from Observation |  | | | |
| Recommended Action |  | | | |

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| **Reinforcement Area #2**  *(Areas of strength)* | |  | | --- | |  | | 1.A.4: Well Structured Lessons | |  | | --- | |  | | 2.B.1 Safe Learning Environment |
| |  | | --- | |  | | 1.B.2: Adjustments to Practice | |  | | --- | |  | | 2.D.2 High Expectations |
| |  | | --- | |  | | 2.A.3: Meeting Diverse Needs | |  | | --- | |  | | 4.A.1 Reflective Practice |
| Evidence from Observation |  | | | |
| Recommended Action |  | | | |

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| Upcoming Steps in the CAP Process |
| * Type of Next Observation: * Focus of Next Observation: * Date/topic of next three-way meeting: * Other: |