

# MEETING #9 HANDOUT

## BLANK KEY ELEMENTS BLUEPRINT

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1. What is our purpose for observing instruction at this time?
  - To collect data about what our problem of practice might be.
  - To deepen our understanding of our problem of practice so we can develop an action plan.
  - To help us implement and fine-tune instructional improvements.
  - Other: \_\_\_\_\_

2. What approach will we take?
  - All team members will observe the same live lesson.
  - All team members will observe the same videotaped lesson.
  - Team members will observe one another's lessons in pairs.
  - Different team members will observe multiple different classrooms.
  - Other: \_\_\_\_\_

3. Who will be the host(s) of the observation(s)?

4. How will we structure our work so that we can address each key element?

	When	Where	Duration	Coverage
<b>FOCUS</b>				
<b>OBSERVE</b>				
<b>DEBRIEF</b>				
<b>ADJUST</b>				
<b>FOLLOW UP</b>				

5. What norms will we use when observing practice?

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6. How will we meet the objectives of the FOCUS meeting?
  - FOCUS Objective 1: Review problems of learning and teaching.
  
  - FOCUS Objective 2: Provide context for the lesson.
  
  - FOCUS Objective 3: Discuss how observers should focus their attention.
  
  - FOCUS Objective 4: Discuss the extent to which observers should interact with students.
  
7. How will we meet the objectives of the DEBRIEF meeting?
  - DEBRIEF Objective 1: Discuss the teaching and learning observed.
  
  - DEBRIEF Objective 2: Commit to next steps.
  
8. How will we meet the objectives of the FOLLOW UP meeting?
  - FOLLOW UP Objective 1: Discuss what was learned during adjustment.
  
  - FOLLOW UP Objective 2: Plan future work.