

Lesson Plan Guidelines for University Supervisors

Background

Planning is an essential part of teaching. Learning to prepare effective lesson and unit plans is critical for developing into a teacher who is capable of creating learning experiences that make subject matter meaningful in support of every pupil's intellectual, social and personal development (INTASC principles 1, 2, & 3.)

Specific Guidelines for Lesson Planning

- There is no required lesson format, however the six step lesson plan is recommended. Whatever form the intern uses, it must be approved by the clinical teacher and the university supervisor.
- Interns are expected to prepare written lesson plans and submit them to the clinical teacher for review prior to instruction. The clinical teacher and intern must agree on the number of days ahead the plans need to be submitted to allow the clinical teacher enough time to make suggestions and the intern to alter them for instruction. *Clinical teachers should refuse to allow interns to teach unless plans are approved in advance.*
- Lesson plans should have adequate structure to be useful guides to teaching and learning. Plans should have enough detail so that a clinical teacher has a basis for providing input and a substitute teacher could implement them. Initial lesson plans may have more detail than later ones.
- Plans should be considered flexible documents that guide interns in making decisions while teaching in response to pupil reactions and needs.
- Interns should put all lesson plans into an organized file or binder. This collection provides a record of internship activities and can be used to monitor growth. This binder should be made available to the university supervisor during each observation and at other points when requested.
- Interns should write plans for all original lessons; however, it is not necessary to write out detailed plans when a routine lesson plan or a published lesson is going to be used. For routine activities, a single set of lesson plans should be created. Post-it notes can be used to indicate specific information on such lesson plans for a specific day's lesson. This single set of lesson plans allows the intern the opportunity to clarify the objectives of routine activities. When published activities will be implemented, it is unnecessary for the intern to spend valuable time re-writing or re-typing them. If appropriate, the plans can be photocopied so that interns have a copy for use during instruction. Post-it notes can be used to note planned changes.