

Recommended Lesson Planning Schedule

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The teacher intern is held accountable for lesson planning. Lesson planning is to be done in advance of teaching the lesson and the teacher intern **must** secure the partnership teacher's approval before teaching a lesson.

The goal in planning should be to have plans written for at least a week in advance. It is understood that adjustments can be made to plans however, it is necessary to remain on a schedule of planning in advance so that the intern always has plans available for the classroom. Therefore, planning by the teacher intern should follow this schedule:

Monday or Tuesday – the teacher intern meets with the partnership teacher to identify objectives and lessons for the next week

Tuesday night – the teacher intern finishes draft of the lesson plans for the next week

Wednesday – the teacher intern gives the partnership teacher lesson plans to review, intern and teacher discuss any modifications

Wednesday night – the teacher intern completes writing lesson plans in final format for the next week

Thursday – the teacher intern brings completed lesson plans to the partnership teacher for final approval. Then, the teacher intern collects materials, resources for the next week, makes power points, etc.

Friday – prior to leaving school, the teacher intern organizes plans and materials for the next week (I suggest that the intern make a copy of the plans to take home for review over the week-end)

Begin this schedule with the first subject that the intern teaches so that a good habit of planning will be established by the time that the intern has full time teaching duties. This schedule will give the teacher intern and the partnership teacher the confidence that plans and materials are in place when they leave the school on Friday afternoon.