

Observation of a Peer Cycle: Protocol

In-Person or Virtual Instruction

Materials Needed (Teacher & Coach)

- ☐ [Continuum of Teaching Practice](#) - Phase I
- ☐ [Observation Thank You Note Template](#) - Phase III
- ☐ [Observation of a Peer Tool: In-Person or Virtual Instruction](#) - Phase I, II & III
- ☐ [Observation of a Peer Tool Sample: In-Person or Virtual Instruction](#) - Phase I, II & III

Materials Needed (Coach ONLY)

- ☐ [Observation of a Peer Cycle Conversation Guide: In-Person or Virtual Instruction](#) - Phase I
- ☐ [Reflective Conversation](#) – Phase III

»» Phase I: PLANNING CONVERSATION

In preparation for this observation cycle, the induction coach and participating teacher will meet to discuss what instructional practice(s) the participating teacher would like to observe in action. They will also identify a teacher **that is exemplary in this/these specific instructional practice(s)**. The induction coach should use the entire [Observation of a Peer Cycle Conversation Guide: In-Person or Virtual Instruction](#) to facilitate this conversation and the participating teacher will **record responses to the pre-observation planning questions at the top of the [Observation of a Peer Tool: In-Person or Virtual Instruction](#)**.

»» PHASE II: OBSERVATION/DATA COLLECTION

During the observation, the participating teacher will **capture specific and objective data** on their chosen focus area and general teaching practice and will record these observation notes on the *Observation of a Peer Tool: In-Person or Virtual Instruction*. See the [Observation of a Peer Tool Sample](#) document for an example of the type of specific and objective data the teacher should be recording. *(Coaching Toolbox p. 29)*

»» PHASE III: POST-OBSERVATION DEBRIEF/REFLECTION

Step 1 (Follow-up): If the participating teacher has any questions or needs clarification regarding the completed observation, they should ask the observed teacher follow-up questions shortly after the observation.

Step 2 (Reflective Conversation): The induction coach will debrief the observation by reviewing the observation notes with the participating teacher and will take the teacher through a [Reflective Conversation](#). The induction coach and participating teacher will discuss how this observation was beneficial and how the participating teacher might use their learning from the observation in their own practice.

Step 3 (Teacher's Written Reflection): The participating teacher will complete the **post-observation reflection** at the bottom of the *Observation of a Peer Tool: In-Person or Virtual Instruction*.

Step 4 (Teacher Uploads to Digital Account): The participating teacher will upload the completed *Observation of a Peer Tool: In-Person or Virtual Instruction* and additional observation notes if applicable, to their Digital account by or before the due date.

Participating Teachers, following the observation, consider sending a thank you note to the observed peer. See [Observation Thank You Note Template](#).