Lesson Planning Template

Topic of Lesson \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of lesson \_\_\_\_\_\_\_

Audience (who are you presenting to): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose of Lesson: **WHY** are you teaching them this topic? How does it help them? Why do they need to know this?

Learning Outcomes: What do you want them to take away? Think of 2-3 small, concise, easy to explain things. If they remember nothing else but this, these are your main points.

1)

2)

3)

Preparation: What kind of prep work do you need to do to prepare for this lesson? Examples: Do you need to do research? Are you familiar with the content already? Do you need guest speakers? Handouts? Printed papers?

Methods: What methods will you employ in this lesson? Will it be purely a lecture? Will it be highly interactive? Will students be working together, or individually?

Assessment: This is important, and often overlooked. How do you **know** that students learned what you wanted to teach them? How will you gauge their learning? Will you have a follow up assignment? Will a test/quiz be given? Will they have to demonstrate their knowledge through practical means?

Lesson Plan: Write down, in detail the order of the lesson, from start to finish, from scratch. Include estimated lengths of time for each segment of the lesson. If you need supplies for your lesson to take place, make sure to include these write in the very beginning **No detail is too small.** Example: “I will spend the first two minutes taking attendance.” Keep writing until your entire class period is covered

1) **EXAMPLE HERE…..write out your lesson** (2 minutes)

Include anything in here that may be relevant or helpful to teaching your class. It should be detailed enough that a ‘substitute’ could come and teach it based on the plans that you left.

2) EXAMPLE HERE…write out your lesson (10 minutes)

Extra Assignments: If time runs short, and you are done sooner than anticipated, having supplementary activities that help you to reinforce your material can be helpful. What activities may be beneficial here? Do you have other things that you can cover with the class as well?