

AFTERSCHOOL TRAINING TOOLKIT

Lesson Planning Template

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Date: _____

Name: _____

School: _____

Title of Lesson: _____

Grade Levels: _____

Duration: _____

Learning Goals: _____

Materials Needed: _____

Preparation: _____

What to Do: _____

Outcomes to Look For: _____

Self Evaluation (after conducting the activity): _____

Notes: _____

Lesson Planning Template Questions

Grade Level

What grade level(s) is this lesson geared to?

Duration

How long will it take to complete the lesson? One hour, 1 1/2 hours? Will it be divided into two or more parts, over a week, or several weeks?

Learning Goals

What do you want students to learn, or be able to do after completing this activity? What skills do you want students to develop or hone? What tasks do they need to accomplish?

Materials Needed

List all of the materials that will be needed to complete the activity. Include materials that each student will need, as well as materials that students may need to share (such as books or a computer). Also include any materials that students or instructors will need for record keeping or evaluation. Will you need to store materials for future sessions; if so, how will you do this?

Preparation

What do you need to prepare in order to do this activity? Will you need to gather materials? Will the materials need to be sorted for students or will you assign students to be "materials managers?" Are there any books or instructions that you need to read in order to prepare? Do you need a refresher in a content area? Are there questions you need to develop to help students explore or discuss the activity? Are there props that you need to have assembled in advance of the activity? Do you need to enlist another adult to help run the activity?

Think about how you might divide up groups – who works well together? Which students could assist other peers? What roles will you assign to different members of the group so that each student participates?

If this is your first time doing the activity, consider doing a "run through" with friends or colleagues to see what works and what you may need to change. Alternatively, you could ask a colleague to read over your lesson plan and give you feedback and any suggestions for revisions.

What to Do

Think about the progression of the activity from start to finish. One model that might be useful, originally developed for science education is the 5E Instructional Model. Each phrase of the learning sequence can be described using five words that begin with "E": *engage*, *explore*, *explain*, *extend* and *evaluate*.

Outcomes to Look For

How will you know that students learned what you intended them to learn through this activity? What will be your signs or benchmarks of learning? What questions might you ask to assess their understanding? What, if any product will they produce?

Self Evaluation

After you've conducted the activity, take a few minutes to reflect on what took place. How do you think the lesson went? Were there things that you wished you had done differently? What will you change next time? Would you do this activity again?