

## Intellectual Preparation (IP) - Implementation Checklist

<a href="#">Data Cycle Notes</a>		
STEP	CRITERIA	Guiding Questions
<b>Before the IP Meeting</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Leader has unpacked standards and has appropriate content knowledge</li> <li><input type="checkbox"/> Leader has reviewed all lesson presentations</li> <li><input type="checkbox"/> Leader followed the process in the <a href="#">Data Cycle Notes</a> and added their own targeted questions</li> <li><input type="checkbox"/> Leader ensured all the needed IP documents were available</li> </ul>	
<b>During the IP Meeting</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Teacher unpacked the standard and took notes on the IP document including                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Know</li> <li><input type="checkbox"/> Show</li> <li><input type="checkbox"/> Misconceptions</li> <li><input type="checkbox"/> Targeted Questions</li> </ul> </li> <li><input type="checkbox"/> Teacher created an assessment exemplar</li> <li><input type="checkbox"/> Teacher used available resources to understand how knowledge should be demonstrated</li> <li><input type="checkbox"/> Teacher ensured that standard, assessment, lessons &amp; CFUs are all aligned</li> <li><input type="checkbox"/> Teacher checked to ensure the standard is included in the spiral review</li> <li><input type="checkbox"/> Teacher ensured there are sufficient resources for guided practice and exemplars are available (CASE problems)</li> </ul>	<p><b>Prepare (unpack)</b></p> <p>What do students need to <b>know</b> or do to be successful?</p> <ul style="list-style-type: none"> <li>- What terms need to be defined on this unpacking document?</li> </ul> <p>What strategies will they need to <b>show</b> to demonstrate mastery? (Representational Models, Thinking Maps, RACE, etc.)</p> <p>How is this standard assessed by the state?</p> <p>What misconceptions might arise for the standard and/or each assessment question?</p> <p><b>Exemplar</b></p> <p>Let's use our unpacking to create an assessment exemplar.</p> <p>What is this question asking the students to do?</p> <p>What strategies could students use here?</p> <p>How can students model their thinking on this problem?</p> <p>What other types of questions might students be asked?</p> <p>What parts of the standard were not addressed on this quiz?</p> <p>What other ways might students be asked to demonstrate understanding?</p> <p>What resources can we look at to provide more question types?</p> <p>What resources can we look at to find more teaching strategies?</p> <p><b>Plan</b></p> <p>How does your curriculum address this standard?</p> <p>What additional resources will you need to teach this fully?</p> <p>How will you spiral this standard for mastery?</p>
	<p>Coach</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> had positive body language</li> <li><input type="checkbox"/> had a genuine tone, economy of language and used wait time</li> <li><input type="checkbox"/> was economic, completing all parts of the meeting in the time allotted</li> <li><input type="checkbox"/> empowered teacher to do the heavy lifting through targeted questions</li> <li><input type="checkbox"/> knew the standards and was able to be a useful thought partner</li> </ul>	

ACTION STEP FOR COACH	
What:	How:

- Adapted from RELAY GSE