

## Sample Planning Timeline

*The purpose of this timeline is to provide guidance on how to layout your co-planning calls to ensure alignment and support great lesson development.*

Call #	Planning Topics
1	<ul style="list-style-type: none"><li>● Share your vision for the lesson, objectives that should be covered, and any lesson planning materials that would be helpful to build context</li><li>● Be clear with partner regarding where they can provide value for the lesson plan</li><li>● Share various types of activities typically done in class to model and spark ideas with the partner</li><li>● Agree with the partner the timeline of when and how the co-design will take place.<ul style="list-style-type: none"><li>○ Will you use Google docs?</li><li>○ Do you plan to update the lesson before your calls or do it “live” on your calls?</li></ul></li><li>● Confirm follow-up meeting dates/times and adjust as needed.</li></ul>
2	<ul style="list-style-type: none"><li>● Begin drafting the lesson</li><li>● Ensure the lesson includes instructional expertise and classroom context from the teacher and content expertise from the partner</li></ul>
3	<ul style="list-style-type: none"><li>● Continue drafting the lesson</li><li>● Discuss additional resources, demonstrations, or activities that could ensure the students are maximizing their exposure to real world learning</li></ul>
4	<ul style="list-style-type: none"><li>● Review the draft of the lesson</li><li>● Ask and answer questions about points that need to be clarified</li><li>● Check-in on any materials or resources that will be needed for the lesson</li><li>● Determine roles for the lesson, if co-teaching</li></ul>
5	<ul style="list-style-type: none"><li>● Do a run through of the lesson together</li><li>● Plan how you will co-teach the lesson (if applicable)</li><li>● Finalize any edits to the lesson</li><li>● Ensure you have all the materials you need to deliver the lesson</li></ul>