

HOW TO PREPARE A LESSON PLAN

An academic year is comprised of eight semi-quarter periods. Daily lesson plans must be prepared before the beginning of a semi-quarter and must be made available to the Administration for review and comments. Below is a list of steps involved in developing a lesson plan and a description of what each component should entail.

Semi-Quarter Lesson Plan

This package must contain 18-23 lesson plans covering the weeks specified in the Semi-Quarter Schedule. Each daily lesson plan is for one 50-minute instructional period only.

Lesson/Subject Topic

Name the theme of this specific class session.

Textbook/Resource Used

Name the source used for reference materials (textbook, etc.)

Chapter/Unit Covered

Indicate the specific chapters or parts of units to be covered.

Lesson Plan No. and Date

Indicate the sequential number and the date of the lesson plan.

Lesson Objective

Write what *the students will be able to do ...* at the end of the lesson. This should be a refinement of the broader representative objective as stated in the California Department of Education (CDE) standards. During instruction explain to the students the importance of achieving the objective; how it builds upon previous learning or how it relates to future knowledge and how it pertains to real life situations.

Content Standard(s) Addressed

Indicate the CDE Standards that are addressed during this instructional period. Standards that are addressed must be copied in the space provided. To obtain CDE Standards, you can visit www.cde.ca.gov and click on Standards & Frameworks.

ESLRs Addressed

Circle the ESLRs that are addressed during the period that this Lesson Plan covers.

Instructional Procedures/Strategies

Circle the procedures that will be utilized during this instructional period. Also, explain your instructional strategies, methods, techniques, vehicles, which will help you transfer knowledge to the students.

Assignments

Assign homework that will further enhance students' understanding of the newly explained lesson. Homework must be completed within 20-30 minute range.