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**Lesson** Stu**dy**

**TEAM NOTEBOOK**

***February 2021***

*A picture containing graphical user interface

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# Lesson Study Team Notebook

Team members:

Dates of cycle:

Title of lesson:

## Define and assign roles for each meeting

Our team’s roles:

|  |  |  |
| --- | --- | --- |
| Role | What Will This Person Do During Meetings? | Will We Rotate This Role? |
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## Create and communicate a timeline

Our team’s timeline:

|  |  |  |  |
| --- | --- | --- | --- |
| Step | Est. Time | Date and Time | Location |
| **Study and Plan** | | | |
| 1. Develop Collaboration Norms\* | 30 min\* |  |  |
| 1. Establish a Research Theme\* | 1 hour\* |  |  |
| 1. Identify and Study the Topic | 2 hours |  |  |
| 1. Plan the Lesson | 3-6 hours |  |  |
| **Teach, Observe, and Debrief** | | | |
| 1. Teach and Observe the Lesson | 1 hour, additional prep for teacher |  |  |
| 1. Debrief and Discuss Observation Data | 1-2 hours |  |  |
| **Revise and Reteach** | | | |
| 1. Revise the Lesson | 3 hours |  |  |
| 1. Reteach, Observe,  and Debrief\*\* | 2-4 hours, additional prep for teacher |  |  |
| **Reflect and Report** | | | |
| 1. Reflect and Report | 2 hours |  |  |
| 1. Share and Disseminate Knowledge | 1 hour |  |  |

\* This step may not need to be repeated after the first cycle.

\*\* This step may take place in two different locations.

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## Develop collaboration norms

Our team’s collaboration norms:



## Establish a research theme

Our team’s research theme:



## Identify and study the topic

In what way could each of the following data sources inform your team’s selection of   
a topic for lesson study?

|  |  |
| --- | --- |
| **Student assessment or observational data** |  |
| **Research on student learning challenges and common misconceptions** |  |
| **Instructor learning needs** |  |
| **Curriculum gaps** |  |

### Respond to the following questions to help make your decision:

|  |
| --- |
| **What topics are important and persistently difficult for students to learn  and for us to teach?** |
| **How does our text treat this topic?** |
| **What does the research say about the topic?** |
| **Which lesson addresses a concept that is critical to the topic?** |

**Team decision on topic:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Pla**n the lesson

### Background, Research, and Rationale

|  |
| --- |
| Why did you choose this topic? |
| What did you choose the tasks and activities in the lesson? |

### Student Learning Outcomes for the Lesson

|  |
| --- |
| What do we want students to understand and be able to do by the end  of the lesson? |

### Student Learning Outcomes for the Lesson (continued)

| Time | Learning Tasks and Activities, Anticipated Student Responses, Key Questions | Instructor Support | Assessment |
| --- | --- | --- | --- |
|  | Introduction |  |  |
|  | Student Task |  |  |
|  | **Anticipated Student Responses** |  |  |
|  | Comparing and Discussing |  |  |
|  | Summing Up |  |  |

## Teach and observe the lesson

Our team’s checklist:

|  |  |  |
| --- | --- | --- |
| Item | Description | Check when done |
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## 

## Debrief and discuss observation data

|  |  |
| --- | --- |
| Role for debrief | Person Responsible |
|  | |
| Moderator |  |
| Commentator |  |
| Recorder |  |
|  | |

## Debrief 1 summary

Our team’s summary:

|  |  |  |  |
| --- | --- | --- | --- |
| Team Member | Success | Challenge | Question |
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## Revise the­ Lesson

|  |
| --- |
| Evidence of students meeting learning outcomes |
| Evidence of student not meeting learning outcomes |
| Unanticipated student responses |

### Student Learning Outcomes for Lesson Plan 2

|  |  |  |  |
| --- | --- | --- | --- |
| Time | Learning Tasks and Activities, Anticipated Student Responses, Key Questions | Instructor Support | Assessment |
|  | Introduction |  |  |
|  | Student Task |  |  |
|  | Anticipated Student Responses |  |  |
|  | Comparing and Discussing |  |  |
|  | Summing Up |  |  |

## Icon Description automatically generatedReteach, observe, and debrief

Our team’s checklist:

|  |  |  |
| --- | --- | --- |
| Item | Description | Check when done |
|  |  |  |
|  |  |  |
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## Debrief 2 summary

Our team’s summary:

|  |  |  |  |
| --- | --- | --- | --- |
| Team Member | How were the observations about student understanding different from the first lesson? What may have been the causes for these differences? | Did the changes to the lesson bring about the desired changes in student learning? | Keeping the goals in mind, did the changes result in a more effective lesson? |
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## Icon Description automatically generatedReflect and Report

### Develop and Sustain A Collaborative Team

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| --- |
| How well did you and your colleagues collaborate as a lesson study team?  If possible, identify specific factors that contributed to your team’s success  (e.g., discussion items, collaboration norms, or new approaches to any aspect  of lesson study). |
| Describe how you overcame specific challenges to your cycle. |
| Describe any new insights or questions about student learning that resulted from your work with this research theme. |

### Study Research and Apply Evidence-Based Practices

|  |
| --- |
| How did your team study the research and apply evidence-based practices? Which research did your team use? |
| How did the team address and/or strengthen “learning progressions” for  this topic (i.e., the sequence of tasks, activities, and lessons that build on  prior knowledge)? |
| What other research topics would you have liked to explore more deeply during this cycle (and may wish to explore in future cycles)? |

### Generate and Share Professional Knowledge

|  |
| --- |
| Describe any new insights or questions about student learning that resulted from the work on this research theme. |
| What did the team learn that can be generalized and applied more broadly in team members’ teaching practice? Describe when it might be most useful to use this learning (e.g., which lessons or topics being taught). |
| How will you share this learning with others? If possible, propose a specific method for disseminating these learnings. |



## Share and disseminate knowledge

|  |  |  |  |
| --- | --- | --- | --- |
| Audience: Who would be interested in our work? | Purpose: What would we want them to understand? What would we want them to do with this information? | Method: What are effective ways of communicating? | Timeline: When can we do this? |
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