

# Host Curriculum Planning Sessions

Set up teacher collaboration sessions. Together, you can explore TCI activities, align lesson plans, and support each other as you try new lessons.

## Overview

- 1** **Select 1-2 lessons and review correlations.** Diving deep on 1-2 lessons helps new teachers build confidence with the material. Visit the Correlations page to see how the lessons align with state standards.
- 2** **Review the checklist.** Go through the *TCI Curriculum Planning Meeting Checklist*. The checklist provides clear steps for hosting a successful meeting, including preparation and follow-up.
- 3** **Follow up.** After the meeting, connect with your colleagues to gather feedback. Use the feedback to determine a regular meeting schedule.

- Maps
- Primary Source Library
- Pacing Guide
- Correlations**
- Index



**Reflect** How will you use what you learned about collaborative planning sessions to support your colleagues?

## TCI Collaborative Lesson Planning Checklist

### Pre-Meeting Items Needed

- Review the standards and lesson goals and pick the TCI lesson you/your colleagues will teach.
- Prepare copy(s) of the Lesson Guide (Softbound, Printed Online, Online).
- If you or your colleagues will be using print materials with students, have a few copies available (hardbound, softbound, printed).
- Make sure to sign in to your TCI Teacher account.

### Curriculum Planning Meeting

#### Step 1: Review the lesson resources individually or in pairs.

- Review the lesson pacing and consider the instructional minutes available. Break up the lesson based on your time available (e.g. Day 1: Preview and Vocabulary, Days 2-3: Hands-on Activity).

#### Step 2: Identify the key parts of the lesson.

- Click through the Activity Slideshow and open each teacher's note. These often provide helpful links to toolkits or instructional notes.
- Decide how to assign the lesson to your students.
  - Print or online
  - Assign the slideshow as a whole
  - Assign slide groups
  - Customize the lesson slides

#### Step 3: Review differentiation and modify the lesson as needed.

- Review the tips for differentiation and consider how to modify the lesson for students who need it.
- Review the potential assessments and select the ones you plan to use.
  - Reading checks
  - Student notes
  - Vocabulary game
  - Lesson Review game
- Summative assessment (If there are multiple teachers of the same grade, consider building a common assessment.)

#### Step 4: Prepare the resources for the lesson.

- Gather any materials needed for the lesson.
- Consider the room arrangement. Does anything need to be altered before the lesson? (e.g. pairing students, sitting side by side).

#### Step 5: Communicate best practices and modifications.

- Establish a way for teachers to share all along the way during implementation, so that everyone can benefit.

### Post-Lesson Follow-Up

- Discuss what went well.
- Discuss what you would do differently next time, adding notes or revising slideshows.
- Consider making this collaborative planning a routine.