**Schedule of Co-teaching Observation (Hualein)**

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|  | **School** | **Date** | **Day** | **Time** | **Class** | **Advisor** | **ETA** | **LET** |
| 1 | 化仁國小  Hua Ren | 10/2 | Wednesday | 9:25-10:25 | 602 | Tiffany | Theresa | Jesscia |
| 2 | 中華國小  Chong Hua | 10/7 | Monday | 14:20-15:40 | 603 | Lara | Tod | Victoria |
| 3 | 北昌國小  Bei Chang | 10/8 | Tuesday | 8:40-10:00 | 603 | Lara | Michael | Frances |
| 4 | 吉安國小  Ji An | 10/16 | Wednesday | 10:30-11:50 | 402 | Tiffany | Gina | Jessie |
| 5 | 北埔國小  Bei Pu | 10/22 | Tuesday | 11:20-12:40 | 501 | Yulin Cheng | Carol | Katrina |
| 6 | 中原國小  Chung Yuan | 10/22 | Tuesday | 15:10-16:30 | 303 | Yulin Cheng | Dorothy | Melissa |
| 7 | 崇德國小  Chung De | 11/18 | Monday | 8:40-10:00 | 4th | Tiffany | Mason | Sayku |
| 8 | 稻香國小  Dau Shiang | 11/19 | Tuesday | 8:40-10:00 | 401 | Yulin Cheng | Jennifer | Peipei |
| 9 | 忠孝國小  Zhong Xiao | 11/19 | Tuesday | 11:20-12:40 | 402 | Yulin Cheng | Sylvia | Penny |
| 10 | 明恥國小  Ming Chi | 11/27 | Wednesday | 9:30-10:50 | 402 | Lara | Maddy | Jasmine |

About Co-teaching Observation

**Purpose:**

* is NOT to evaluate
* is to provide feedback for a better teaching environment
* is to improve co-teaching practices
* is to troubleshoot and resolve any co-teaching issues

**Participants:**

* 學校代表 School: LET, ETA, and one or more school representatives (principal, dean, etc.)
* 輔導團隊 Visitors: an academic advisor, a representative from Education Department and a coordinator.

**Form: ETA/LET Self-evaluation Form**

* ETA and LET will receive a hard copy of a self-evaluation form from the coordinator. Please take a look on the form before the observation and finish it right after the observation.
* The advisor will give feedback based on the self-evaluation form.
* The coordinator will make a copy on the form. ETA and LET can keep the original form.

**Process:**

* The observation will take up two consecutive periods of class time.需兩節課
* The first period is for co-teaching observation in class. 第一節課觀課
* Right after the observation, we will have a meeting either in the same classroom or a designated room for general feedback about ETA co-teaching project. 第二節課進行綜合座談

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| Period | Section | Content |
| 1 | Co-teaching observation | Visitors will sit in the back of the classroom to observe the co-teaching class and take notes |
| 2 | Feedback | Two parts:   1. All together: General Feedback  * We would like to know if the school/participants have any suggestions or feedbacks on the ETA program. * The advisor will give a general co-teaching feedback (based on the observation self-evaluation form).  1. Individual Talk: Detailed teaching feedback and                             Q&A  * administration * LET * ETA |

**Other:**

Before observation**:**

1. Lesson Plan:   
   ETAs and LETs co-plan together. Either the ETA or the LET types out the lesson plan and email it to Gill **2 days prior** to your observation day.
2. Please prepare some chairs in the back of the classroom for visitors.
3. ETA and LET will receive: a self-evaluation form from the coordinator.

During observation**:**

* Videos and Pictures: We will video the class we observe and take a few pictures for record.

After observation**:**

1. Advisor’s feedback will be sent to the ETA and LET for your reference.
2. The coordinator will collect your self-evaluation form,make a copy for advisor and return the original form to you.