OPTIONAL FORM H
SAMPLE CONFERENCE PLANNING GUIDE

Directions: Interns may use this form to review their teaching performance as observed by either a cooperating teacher or university supervisor and to plan for continued development.

<table>
<thead>
<tr>
<th>INTERN:</th>
<th>COOPERATING TEACHER:</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE:</td>
<td>UNIVERSITY SUPERVISOR:</td>
</tr>
</tbody>
</table>

A. Behaviors to continue/maintain:
   1. 
   2. 
   3. 
   4. 

B. Behaviors to increase:
   1. 
   2. 
   3. 
   4. 

C. Behaviors to reduce/eliminate:
   1. 
   2. 
   3. 
   4. 

D. Responsibilities:
   1. 
   2. 
   3. 
   4. 

Specific Examples:

1. 
2. 
3. 
4. 

Specific Examples:

1. 
2. 
3. 
4. 

Specific Examples:

1. 
2. 
3. 
4. 

Owner:

1. 
2. 
3. 
4. 

Date of next conference: ___________________________ Date of next observation: ___________________________