



Lesson Study Summer Institute Description of Principal Support



Dear Principal:

A group of teachers from your school has expressed interest in participating in the Lesson Study Summer Institute at DePaul University in summer 2010. The Institute, led by Dr. Akihiko Takahashi, will lead them through the Japanese model of professional development while introducing them to ideas of student-centered math and science instruction, teaching through problem solving, and planning for effective whole-group discussion.

A major outcome of the teachers' work during the institute will be a research lesson plan, a very detailed plan aimed at testing, in one lesson, new ideas for teaching. **Their work will not be truly complete until they teach, observe, and discuss a live lesson based on this plan during the 2010-2011 school year.** Teachers will also benefit from an opportunity to revise and re-teach their lesson. **For that to happen, they will need your support.**

We recommend the following:

- Release time—either during the school day or after school, paid—to finalize the lesson plan and prepare materials (twice 1.5 hours, minimum)
- Release time during the school day or on staff development days to conduct, observe, and discuss the research lesson as a whole team, on two separate days to allow revision of the lesson.
- Release time or paid after school time to revise the lesson after the first teaching (2 hours, minimum)—this may be combined with sub coverage for the first teaching
- Release time during the school day or on staff development days for other teachers at your school so that they may observe the second lesson and join the discussion
- Your personal participation in observing **and discussing** at least one lesson
- Guidance from AP•MSEC (DePaul) staff during each lesson and post-lesson discussion.

In addition, we will invite your teachers to present their work at the Chicago Lesson Study Conference in May 2011. This two-day event brings together lesson study practitioners from North America and offers a valuable opportunity for your teachers to become part of a larger lesson study community.

Thanks to a grant from the Illinois Board of Higher Education, we are able to offset your costs of providing support by offering a reduced rate for the summer institute. **The normal registration fee is \$700 per person, but with a promise of your support, the registration fee is reduced to \$200 per person.**

Please indicate on the next page the specific supports you are prepared to offer, and submit it by fax or regular mail by June 30, 2010.

Sincerely,

Tom McDougal
Associate Director, Asia-Pacific Math and Science Education Collaborative

To: Dr. Takahashi and Mr. McDougal:

I appreciate that, because of your grant from IBHE, you are able to offer the Lesson Study Summer Institute at reduced tuition of \$200 per person. In exchange for the reduced tuition, I pledge to provide the following supports to help the teachers below complete their lesson study work during the 2010-2011 school year.

Participant names (3-6):

_____	_____
_____	_____
_____	_____

(Note: Please indicate with your initials only those supports you will actually be able to provide. An asterisk () denotes the required supports.)*

Initials Description

- _____ *Time to finalize lesson preparations (check one)
 ___ after-school, 2 days x 1.5 hours, or ___ one day of substitute coverage
- _____ *Release time for first teaching of the lesson (check one)
 ___ sub coverage, or ___ staff development day
- _____ Release time to revise the lesson after the first teaching (check one)
 ___ sub coverage (afternoon of first teaching) or ___ after-school, 2 hours
- _____ Release time for second teaching of the lesson (check one)
 ___ sub coverage, or ___ staff development day
- _____ Release time for _____ additional teachers to observe and discuss the second teaching
of the lesson (check one)
 ___ sub coverage, or ___ staff development day
- _____ I myself will attend
 ___ 1 lesson & discussion, or ___ both lessons and discussions
- _____ Follow-up support from AP•MSEC (DePaul) staff during the school year
(details to be negotiated)
- _____ Sub coverage to attend the Lesson Study Conference at DePaul, May 2011
 ___ 1 day, or ___ both days

Sincerely,

Principal name: _____ School name: _____

Signature: _____ Date: _____

Please fax to: Tom McDougal, DePaul School of Education, Fax # 773-325-4164, or mail to School of Education, 2320 N. Kenmore, Chicago IL 60614