



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.

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. Because of limited space, we will favor applications by groups with strong principal support.

Sincerely,

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

To: Dr. Takahashi and Mr. McDougal:

A team of teachers from my school wishes to attend the Lesson Study Summer Institute (circle one: Session I/Session II). As you consider their application, please know that I will provide the supports indicated below to help the team 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.)

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)
_____	Release time and travel 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