A lesson plan is an important document in teaching. When a teacher is absent, the substitute can follow it to provide appropriate instruction. Most schools require lesson plans. When a principal or administrator evaluates you, you have a document to show your evaluator.

Follow the format described in this guideline. Write it up carefully, as if you left a lesson plan for a substitute teacher for a hypothetical elementary/junior high school, or high school math class you might teach. You do not have to type your work, but it should be clear and easy to read.

1. Goals: Write the goal for your lesson plan; what it is you want your students to learn.
   For example, a general goal for a lesson might be: the students will review the addition of fractions with different denominators.

2. Objectives: Write the teaching objectives for your lesson plan; what specific math skills you want your students to do. Express each objective as “what the student will be able to do.”
   For example from item 1, there can be a number of related objectives such as:
   (a) The student will be able to add fractions with the same denominator.
   (b) The student will be able to find a common denominator.
   (c) The student will be able to add two fractions with different denominators.

3. Strategy: Explain in detail how you will present your lesson to your hypothetical math class. These are activities a substitute could follow.

4. Specific Examples: Show at least three specific math problems, related to your lesson that you would present in your lesson. Include a detailed solution. In the objectives, item #2, it does not
tell you how difficult the problems might be. By specifying specific example, perhaps reference to a textbook used, you will clarify the meaning of the objectives.

5. Measurement: Explain how you will measure the learning of your students, after the lesson has been given. For example, it can be oral feedback, written test questions, activity, etc. Write down the specific questions or procedure so that what is being evaluated can be understood.

For example, you might have a practice test attached to your lesson plan or a reference to the text, indicating your standard by which you will evaluate your students or determine if you need to review or go on with the next lesson. It might be a test of 10 questions and the students is expected to get 70% as acceptable.

Keep in mind the purpose of the 5-step lesson plan. It ties your lessons to the curriculum. It helps you make sure you are teaching the objectives of the course and how well the students achieved in your class. It is not something just to make extra work for you. Principles usually require lesson plans in the event you are absent and a substitute is needed to fill in while you are gone. The substitute needs to know what to do. A principle may ask to see your lesson plans when you are evaluated. This not only helps the principal, but it also helps you to make sure that you are evaluated without prejudice. If you are evaluated on something other that what you did in the classroom observation, you have a document to reference in case you need to write a rebuttal to an unfair evaluation.

Take a look at the following pictures. Do you think having a good lesson plan can affect the way students behave? Perhaps, a little structure in the classroom and throughout the school might make the environment better for students to learn.