

**Class Planning Template** (replace with name of class)



To have a great Saturday Academy class, answer these ten questions as you plan your class. Always plan with the goal in mind.

<b>GOAL and OBJECTIVES</b>	What should your students KNOW and be able to DO by the end of the class? What 3-5 <b>skills/objectives</b> do students need in order to accomplish the course goal? Each skill or objective should take about 1 class to teach.
<b>HOOK</b>	How will you capture students' interest in the first five minutes of the class?
<b>EXPECTATIONS</b>	What explicate directions will you give regarding behavior expectations?
<b>AGENDA</b>	What is the agenda for your class? How will students know this?
<b>BACKGROUND</b>	How do you determine students' background knowledge about the topic?
<b>METHODS</b>	How will you scaffold your instruction to meet different needs?
<b>ACTIVITIES</b>	What hands-on activities/learning experiences will you use to engage and teach students?
<b>QUESTIONS</b>	What questions and misconceptions might students have about your topic? What open-ended questions will you ask to stimulate and assess their learning?
<b>MISCONCEPTIONS</b>	How will you address students' misconceptions?
<b>RESULTS</b>	How will you know what students comprehend/don't comprehend by the end of the class?

**Course Goal:** What do you want students to accomplish by the end of your course?



Name of Class Plan (cont.)

<b>Lesson 1</b>	<b>Time: ____ hours</b>
Objective: what should students know and be able to do by the end of class?	
Hook:	
Agenda:	
Expectations:	
Activity 1:	
Questions:	
Activity 2 (optional):	
Questions:	
Activity 3 (optional):	
Questions:	
Closing: How will you know that students mastered the objective?	

<b>Lesson 2</b>	<b>Time: ____ hours</b>
Objective: what should students know and be able to do by the end of class?	
Hook:	
Agenda:	
Expectations:	
Activity 1:	
Questions:	
Activity 2 (optional):	
Questions:	
Activity 3 (optional):	
Questions:	
Closing: How will you know that students mastered the objective?	



### Name of Class Plan (cont.)

<b>Lesson 3</b>	<b>Time: ____ hours</b>
Objective: what should students know and be able to do by the end of class?	
Hook:	
Agenda:	
Expectations:	
Activity 1:	
Questions:	
Activity 2 (optional):	
Questions:	
Activity 3 (optional):	
Questions:	
Closing: How will you know that students mastered the objective?	

<b>Lesson 4</b>	<b>Time: ____ hours</b>
Objective: what should students know and be able to do by the end of class?	
Hook:	
Agenda:	
Expectations:	
Activity 1:	
Questions:	
Activity 2 (optional):	
Questions:	
Activity 3 (optional):	
Questions:	
Closing: How will you know that students mastered the objective?	



Name of Class Plan (cont.)

<b>Lesson 5</b>	<b>Time: ___ hours</b>
Objective: what should students know and be able to do by the end of class?	
Hook:	
Agenda:	
Expectations:	
Activity 1:	
Questions:	
Activity 2 (optional):	
Questions:	
Activity 3 (optional):	
Questions:	
Closing: How will you know that students mastered the class goal and objectives?	
Closure and Course Evaluation:	