

Lesson Link Step*	Things to Consider	Resources We Have	Resources We Need
BEFORE IMPLEMENTATION			
Planning	What must we accomplish during the planning stage?	Data identifying the critical standards to be achieved.	
Faculty Orientation	How will we introduce lesson study to the faculty so that they understand why we are doing this and what we will do.	CPD Model Literacy Fellow	
School Organization	How must our school organize to support implementation of lesson study.	Leadership Team Leadership Fellow	
Structures for organizing time: <ul style="list-style-type: none"> ▪ Banked time ▪ Grade-level team time ▪ After School 	What structures do we need to adapt to?		

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Substitute Teachers	How can we ensure that teachers get the subs they need?		
Budget	How will we pay for the cost of substitutes, after-school planning time, materials?		
Scheduling	What district/site scheduling issues do we need to work around?		
Recruiting and training facilitators	How will we recruit and train facilitators?	CPD Model Literacy Fellow	
Recruiting participants	How will we recruit participants?		

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DURING IMPLEMENTATION			
Protocols	<ul style="list-style-type: none"> ▪ Orientation ▪ Goal-setting ▪ Planning ▪ Observation ▪ Debriefing ▪ Facilitator Moves ▪ Facilitator Quick Tips ▪ Facilitator Moves Summary ▪ Lesson Link Terms 		
Data collection	<ul style="list-style-type: none"> ▪ Classroom observations ▪ Reflections on process ▪ Lesson planning questionnaire 		
Materials	<ul style="list-style-type: none"> ▪ Photocopying ▪ Lesson plans 		
Videotaping	<ul style="list-style-type: none"> ▪ Video camera ▪ Digital videocassettes ▪ VHS tapes ▪ Tripod ▪ Extension cord ▪ Batteries ▪ Student release forms 		

AFTER IMPLEMENTATION			
Assessing the work	Reflecting on process		
Distribution of the lesson	How to disseminate and to whom?		
Focus on key learning	How to apply beyond this immediate lesson		
Follow-up instruction and coaching	Ongoing professional development in between cycle		
Future planning	Preparing for and scheduling the next cycle		
Future facilitation	Participants simultaneously teach/observe in the Lesson Link cycle and prepare to become facilitators		
Celebration	Acknowledge participants and others who assisted		

*Source: Lesson Link (SM): Amy Susanne Teplin and Cindy Carson Kratzer, Educational Services, Santa Monica-Malibu Unified School District