

# PRE-CONFERENCE: PROCESS

STUDENT NAME:

WHAT ARE YOU WORKING ON:

This conference is **informal** and is all about your process—how your work is going and how you and I can work together to improve it.

Before our conference, please fill out the top portion of the form and choose **one** topic of focus for our conference. Check the box next to the topic. You do not need to fill out this section but please use the sentence stems to brainstorm questions you may have for me.

I am feeling \_\_\_\_\_ about my work because  
\_\_\_\_\_

I feel most confident in my ability to  
\_\_\_\_\_

I feel most challenged by  
\_\_\_\_\_

## Goal Setting (Are you on track to meet the expectations?)

My goal for this work is \_\_\_\_\_.

I will know that I've reached this goal when \_\_\_\_\_.

I want to be able to \_\_\_\_\_.

In order to do this, I need to \_\_\_\_\_.

I think success in this work looks like \_\_\_\_\_.

Can you clarify what this expectation/standard/rubric means?

## Brainstorming (What help do you need getting started?)

I need some help getting started. How can I \_\_\_\_\_?

I'm interested in \_\_\_\_\_ but I'm not sure what to do next.

I think I know what I want to do but I'm having trouble \_\_\_\_\_.

These are my ideas so far. Am I on the right track?

## Trouble Shooting (What specific feedback do you need?)

I want to focus on \_\_\_\_\_. How can I improve in that area?

Here's a draft of my work. I'd like you to take a look at \_\_\_\_\_ and tell me what you're noticing.

I'm feeling challenged by \_\_\_\_\_ because \_\_\_\_\_. Can you help me move forward?

Can you show me how to/where to \_\_\_\_\_?

# POST-CONFERENCE

Fill in at least **three** of the following sentence stems.

I now feel more prepared to...

I know that I need to work on...

and I can do that by...

The next step I will take in my work is...

Something I can do today or tomorrow is...

It's helpful for me when you...

# PRE-CONFERENCE: PRODUCT

The purpose of this conference is to assess your completed work. You will reflect on your process and evaluate your work with regards to the standards. I will provide you with my observations, and together, we will discuss your strengths and areas for improvement.

STUDENT NAME:

TITLE OF WORK:

## YOU WILL BE ASKED TO:

### SELF-REFLECT

The aspect of my work I am most proud of is \_\_\_\_\_.

During this process, I learned that I \_\_\_\_\_.

I feel like I was good at \_\_\_\_\_.

If I were to do this work again, I would change \_\_\_\_\_ and work differently by \_\_\_\_\_.

Here is how my process worked: I started by \_\_\_\_\_, which led me to \_\_\_\_\_, and I decided to, \_\_\_\_\_ and I ultimately accomplished \_\_\_\_\_.

### SELF-EVALUATE

My understanding of the learning target is \_\_\_\_\_.

I would rate my fulfillment of the learning target as \_\_\_\_\_ because \_\_\_\_\_.

My effort is demonstrated in my work by \_\_\_\_\_.

The strongest part of my work is \_\_\_\_\_.

An area for improvement in my work is \_\_\_\_\_.

I believe a fair assessment of my work would be \_\_\_\_\_.

## POST-CONFERENCE

Fill in **all** of the following sentence stems.

In our next unit, I commit to...

I demonstrated proficiency by...

My work could have better met the standards by...

Growth in the future would look like....

It's helpful for me when you...