

Facilitator's Internal Agenda 2019-20 Spring Convening Module

Guidance + Materials Needed:

- This spring convening module will take approximately two hours
- Laptop/projector
- Chart paper, markers (or Google Doc, if convening virtually)
- Copies of:
 - [Artifact Guidance or Demonstrating Instructional Outcomes: Embedded Practice & Student Learning Goals](#)
 - Two internal artifacts sets – each educator receives a copy of **both** artifact sets
 - [3e Rubric & Guidance Document](#) and locally-developed scoring guidance
 - Vignettes: [Embedded Practice](#) or [Student Learning Goals](#)
 - [Rubric Calibration Graphic Organizer](#)

| Slide(s) | Time | Materials | Notes |
|----------|-----------|---|--|
| 1-4 | 5 min. | <ul style="list-style-type: none"> ▪ N/A | N/A |
| 5-6 | 15 min. | <ul style="list-style-type: none"> ▪ 3e Rubric & Guidance Document ▪ Vignettes (EP or SLG) | <ul style="list-style-type: none"> ▪ Slide 6 – Pass out rubrics and vignettes |
| 7-8 | 60 min. | <ul style="list-style-type: none"> ▪ 3e Rubric & Guidance Document ▪ Copies of both artifact sets per person/small group | <ul style="list-style-type: none"> ▪ Slide 7 – Take 30 minutes to complete “Left Side” activity ▪ Slide 8 – Take 30 minutes to complete “Right Side” activity <ul style="list-style-type: none"> ○ (5 min.) Step 1 ○ (10 min.) Engage in Step 2 for artifact set #1 ○ (10 min.) Engage in Step 2 for artifact set #2 ○ (5 min.) Step 3 |
| 9-10 | 25 min. | <ul style="list-style-type: none"> ▪ 5 posters created in advance with the questions from Slide 17 on each poster/Google doc (i.e., one question per) | <ul style="list-style-type: none"> ▪ Slide 10 – Take 25 minutes to complete this reflection activity <ul style="list-style-type: none"> ○ Have educators count off by 5’s to work independently or in small groups (depends on how many you people you have) ○ Each group will rotate through the 5 questions, spending about 2-3 minutes at each poster/doc ○ When back at their starting poster/doc, review, and conduct a share out of main ideas captured at each |
| 11-14 | 15 min. | <ul style="list-style-type: none"> ▪ N/A | N/A |
| 15 | 5-10 min. | <ul style="list-style-type: none"> ▪ <Optional> Closing Activity Questions | <ul style="list-style-type: none"> ▪ Slide 15: <Optional> If you have time and are so inclined, consider discussing these additional reflection questions or using as an exit ticket |