

MAKING TIME FOR INTENTIONAL COLLABORATION

Protocols | Reflection | Grouping | Annotating Text

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PROTOCOLS

Item Title	Descriptor
First Turn, Last Turn	Members silently read a selected text look at a piece of data. Each person will highlight and/or write down 3-4 important thoughts that jumped out at them. Person #1 shares their reads what they highlighted without further conversation. Person #2 comments on it (keep going until everyone has commented) with NO cross-talk. Finally the person who made the initial comment gets to have the last word of WHY he/she chose it. Repeat the process.
Round-Robin Share	Members determine who will begin the sharing. Each person in the group shares their thinking without cross-talk. After each person shares, team can paraphrase the patterns, pose a question, or add thinking to group.
"Say Something"	Read something or respond to a set of focus questions. After allotted time, partners look at each other and say something. Then repeat.
A=share thoughts, B=paraphrase, C=question	Read something participants get into groups of three. Designate a person #1, #2 and #3. Person 1 shares thinking as related to the reading, person 2 pauses and paraphrases, and person 3 asks "so...what makes that important to you?". Rotate and continue process.
Card Stack & Shuffle	Participants complete a sentence designed by the facilitator--on an index card, (ie: "quality instruction consists of..." or "When students are learning, I will hear ____ and ____."). Participants then put cards face down in the center of the table and shuffle. In a round-robin fashion participants pick a card and read it. Dialogue about what was written and look for commonalities between ideas.
Paired Verbal Fluency	After reading about something, participants will gather in groups of 2. Each person will get a chance to share their thinking as it pertains to the text or focus question. Facilitator is the time keeper and allows pause time between "role switches" to allow for thinking. (length of time varies based on content) Person "A" talks for 40 seconds, Person "B" talks for 40 seconds; Person "A" talks for 20 seconds, Person "B" talks for 20 seconds; Person "A" talks for 10 seconds, Person "B" talks for 10 seconds; *partners try not to repeat ANYTHING that was already stated.
Marker Talk	Presenter will have several charts hanging in the room or on tables. Each chart will have titles/heading that pertains to the concepts being explored. This is a silent task. Participants have a marker to write with, will read, interact/write on the charts (without talking-can write about ideas, questions, connections to text or what someone else wrote, etc()) and when time is called talk with group mates about patterns.

REFLECTION

Reflection Strategies	
M.I.P-Most Important Point(s) -Something I found important... -A key idea... -A summary thought...	Think, Ink, Link 1) individually this about the content, 2) jot down idea, 2) find 2 other people, share idea(s), and come up with a synthesis thought the captures that captures essence of the 3 ideas.
Shape-Up Summary -Square=Some things that square with my beliefs, values, and/or assumptions... -Circle=Some things circling in my mind... -Triangle= Three key ideas...	High 5-Partners Participants stand and find 1-2 people from across the room and give a high-5. They then engage in dialogue by reflecting on focus questions, graphics, quotes, or data.
Writing to Prompts -I used to think..., now i think..., I will explore further... -What I think I know..., What I am interested in learning, What I am learning about myself, others, and/or the content... -I think I know..., I want to know, I hope to learn...	Shared Thoughts Each person writes one word that captures the essence of the learning for them. When promoted find a team of 3-5. put the words together to form a sentence—each teams reads/shares aloud.
Spotlight Reflection & Goal Setting As a result of this learning, what will I /we STOP doing (red light)?, Continue doing (yellow light)?, and Start doing (green light)?	Think and Connect -draw a graphic that represents your thinking -summarize your thinking, summarize your teams thinking -similes/metaphors -write questions based on the content -if I remember to...I will be able to...

GROUPING

High Structure Groupings	Low Structure Groupings
-personality type -skill or will -interest or winningness to adapt -big picture or logical sequential	-eye contact -counting off -line-ups -share or clock partners -color patterns, height, birth month, number of syllables in your name, similar socks/shoes

ANNOTATING TEXT

Annotating Strategy	
Making Meaning of the Text What does the text say?, What does it mean? Why does it matter? and What connections are you making?	All A's Strategy What might you Argue for, Against, Agree with, or what is the author Assuming?
Read and Connect Balancing what the author said and connecting it to your thinking or realities. On the left side of the page(s) write "What author said..." "on the right side of the page(s) "My thinking..."	Read, Highlight, Jot 1) read text, 2) highlight key vocabulary and phrases, 3) jot down 2-5 key ideas from the text and prioritize which are most important to remember or think more about.
Evidence-Based Language From my reading I know that..., According to the text..., The author stated...	Lifting Lines & Text Coding Highlight key lines and code them Want to remember (!), Key ideas (*), Investigate further (?)
Within & Beyond Text What is the author telling me? What does the author want me to understand? What might this mean for me and my colleagues?	5-3-1 1) highlight 5 Key phrase or ideas from the text, 2) examine the phrases and determine the 3 common words or themes, 3) come up with one summary thought based on the content.

References

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