1. Introduction...2 min.
   Facilitator briefly introduces protocol goals, guidelines, and schedule and makes sure a note-taker has been chosen.
   Participants briefly introduce themselves (if necessary)

2. Presentation...10-15 min.
   The presenter has an opportunity to share the context for the student work. The presenter will provide a focusing question about "our struggles" for feedback. Participants are silent; no questions are entertained at this time. The presentation should include (may use multiple slides to cover each element):
   • Driving questions; learning targets, overview of inspiration for the project, how it came to be
   • Describe products or components that students create – how is it useful or meaningful? How will the work be made public? What models are you utilizing as examples of excellent work, and what characteristics are you highlighting?
   • Implementation: project timeline, opportunities for student voice/choice, materials and assessments, partners, rubrics, multiple drafts/critique opportunities, etc. If you haven't completed the project yet, explain what you hope to include.
   • Our Struggles: What are you struggling with in planning or implementing this project? What questions or concerns would you like participants to address? What specific feedback are you looking for?
   • Non-negotiables: What are the project "must haves"? What are you not willing to give up?

3. Clarifying Questions...5 min.
   Participants have an opportunity to ask "clarifying" questions in order to get information that may have been omitted in the presentation that they feel would help them to understand the context for the student work. Clarifying questions are matters of "fact."
   The facilitator should be sure to limit the questions to those that are "clarifying" rather than Green hat feedback disguised as a question ("Have you considered…" or "What if you…")

6. Yellow Hat Feedback...3-5 min.
   Participants share Yellow Hat feedback **with each other** while the presenter is silent.
   Yellow Hat feedback may include comments about how the work presented seems to meet the desired goals. ("I think this idea is strong because…" or "I can see how this appeals to students because…" or "I think it's innovative that the project…")
   Yellow Hat feedback can be about anything (does not have to relate to the presenter's struggles).

7. Black Hat Feedback..3-5 min.
   Participants share Black Hat feedback **with each other** while the presenter is silent.
   Black Hat feedback may include possible "disconnects," gaps, or problems. ("I am concerned that…" or "I worry that…")
   Black Hat feedback can be about anything (does not have to relate to the presenter's struggles).   (cont.)

7. Green Hat Feedback..10-15 min.
    Participants share Green Hat feedback **with each other** while the presenter is silent.
    Green Hat feedback gives suggestions for improvement that are focused only on the
    presenter's struggles. ("Would you consider…?" " or "I wonder if you could…")
    Green Hat Feedback avoids the word "should" so as not to issue a directive or imply that one
    suggestion is "correct."
    Presenter is silent.

7. Reflection and Debrief.. 3-5 min.
    <u>Presenter</u> speaks to any feedback that was particularly helpful. Participants are silent.
    This is not a time to defend oneself, but is instead a time for the presenter to reflect aloud on
    ideas or questions that seemed particularly interesting.
    Facilitator may intervene to focus, clarify, etc.

    <u>Facilitator</u> then leads discussion of this tuning experience.
- How was this Protocol useful?
- Does anything in the Protocol need to change for next time?