

# **HANDOUT 8**

## **Steps of a Tuning Protocol**

### **1. Introduction (about 10 minutes, first meeting only)**

- Facilitator briefly introduces information about protocols, guidelines, and this process; establishes time limits (can be adapted from stated limits).
- If participants don't usually work together, facilitator has participants briefly introduce themselves.

### **2. Presentation (about 15 minutes)**

- Presenter sets the context, describes the teaching and learning situation (see Handout 6).
- Presenter shares materials related to the work or practice being presented, such as a copy of the assignment or a copy of a rubric.
- Participants remain quiet and take notes.
- Presenter poses one or two key questions he or she would like answered about the work or practice.

### **3. Clarifying Questions (maximum 5 minutes)**

- Participants ask nonevaluative questions about the presentation, such as "What happened before X? What did you do next? What did Y say?"
- Facilitator should guide participants away from questions that approach evaluation, such as "Didn't you try X?"

### **4. Individual Writing (about 5 minutes)**

- Participants and presenter write about the presentation, focusing on the one or two key questions the presenter asked.

### **5. Participant Discussion (about 15 minutes)**

- Participants discuss among themselves issues raised during the presentation, striving to increase their understanding of the situation and seeking answers to the questions posed by the presenter.
- Presenter is silent, taking notes on the participant conversation. Double columns of notes are helpful, where the presenter records participant comments on the left and uses the right column to record personal reflections on participant suggestions.

## **Handout 8—Continued**

### **6. Presenter Reflection (about 15 minutes)**

- Presenter reflects aloud on the participants' discussion, using the issues the participants raised to increase his or her understanding, and reflecting on possible answers to the questions posed.
- Participants are silent, taking notes on the presenter reflection.

### **7. Debriefing (about 10 minutes)**

- Presenter discusses how well he or she thinks the protocol worked. Then participants discuss how well they think the protocol worked.
- Presenter and participants engage in more general discussion of the tuning protocol process and what changes can be incorporated at the next meeting.