

Lesson Tuning Protocol

PURPOSE

The purpose of lesson tuning is to collaborate with one another and provide valuable feedback intended to enhance one another's upcoming instruction.

MATERIALS

- Lesson plan and materials
- Copies of Lesson Tuning Protocol
- Content/Literacy standards

PROCESS

1. Determine Roles and Set Norms (1 minute)

- *Roles:* Facilitator, Presenter, Note-Taker(s)
- *Norms:* Briefly discuss questioning, presenting ideas, providing data, positive intentions and interactions, and revisiting the purpose for lesson tuning.

2. Present Materials (2-3 minutes)

- Presenter briefly:
 - Provides information about their class curriculum, focus of instruction, assessment data, and students' needs.
 - Provides an overview of the materials.
 - Describes the lesson objective and how it will be measured.

3. Determine Feedback Focus (1 minute)

- Presenter poses a question or identifies an element of the lesson where they are seeking feedback from the group.

4. Review Materials (3 minutes)

- The group:
 - Reads and reviews the materials.
 - Asks for clarification on items that require quick yes/no responses.

5. Tune the Lesson (10-15 minutes)

- The group:
 - Identifies elements of the lesson to focus on for feedback.
 - Silently reflects on the lesson by writing down ideas or suggestions.

6. Provide Feedback (5-10 minutes)

- The group:
 - Shares praise of effective practice.
 - Discusses their ideas and solutions, providing feedback to the presenter.

7. Reflect on Conversation (2-5 minutes)

- Presenter reflects on feedback and discusses their plan to move forward with the lesson.

NOTES

Feedback Focus:

Lesson Information:

FEEDBACK**STRATEGIES DISCUSSED**

Note. Adapted from

<https://www.wested.org/service/vital-collaboration-developing-and-revitalizing-professional-learning-communities/>. Copyright 2017 by WestEd. Adapted with permission.