



Unit Plan Tuning Protocol

Purpose: To fine-tune a unit plan

Time: 50–60 minutes

Materials: Unit Plan Design Considerations, Presenting Teacher' s Unit Plan and associated materials, if necessary (e.g. assessment, student work)

Roles: Facilitator, Presenter, Timekeeper

Steps

1. Presentation (10 min)
 - Presenter shares work with the team by handing out the unit design plan and providing the context for the unit.
 - Presenter emphasizes the primary learning standards and indicators that inform the unit.
 - Presenter concludes with a focus question for feedback, which relates to a stage or category of the unit for which the presenter needs assistance.
2. Clarifying questions (5 min)
 - Clarifying questions are matters of fact. Save substantive issues for later.
 - Facilitator is responsible for making sure that clarifying questions are truly clarifying; if they can be answered with a simple statement, they are clarifying.
3. Review the unit (10 min)
 - Examine the Unit Plan using the [Unit Planning Design Considerations](#) document.



- Consider the content at each stage and make notes of alignment with the design guide paying particular attention to the areas where the presenter requested feedback.
4. Feedback (15–20 min)
- Warm Feedback Round- In rounds, participants share parts of the unit plan that seem particularly effective or match the elements in the design guide, specifically citing components of the unit plan that are strong.
 - Cool Feedback Round- In rounds, participants share areas of the unit plan that could be strengthened based on the considerations in the design guide and evidence from the unit plan, as they relate to the presenter' s focus question.
 - If time allows, participants engage in an overall discussion about the unit plan
 - During the rounds and the discussion, the presenter is silent and takes notes on the feedback.
 - Facilitator' s role is to ensure feedback is related to the presenter' s focusing question.
5. Reflection (5 min)
- Presenter talks about what s/he has learned from the participants' feedback. This is a time to explore further interesting ideas that came out of the feedback portion of this protocol and not to defend oneself.
6. Debrief (5 min)
- Facilitator-led open discussion of this tuning experience beginning with the presenter.
 - What worked well about the process? What could have been improved?
 - How did this discussion help you think about your own instructional planning? How will this conversation inform your practice?

