Facilitator’s Internal Agenda  
2019-20 Spring Convening Module  

Guidance + Materials Needed:  
- This spring convening module will take approximately two hours  
- Laptop/projector  
- Chart paper, markers (or Google Doc, if convening virtually)  
- Copies of:  
  o Artifact Guidance or Demonstrating Instructional Outcomes: Embedded Practice & Student Learning Goals  
    ▪ Two internal artifacts sets – each educator receives a copy of both artifact sets  
  o 3e Rubric & Guidance Document and locally-developed scoring guidance  
  o Vignettes: Embedded Practice or Student Learning Goals  
  o Rubric Calibration Graphic Organizer

<table>
<thead>
<tr>
<th>Slide(s)</th>
<th>Time</th>
<th>Materials</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-4</td>
<td>5 min.</td>
<td>▪ N/A</td>
<td>▪ N/A</td>
</tr>
<tr>
<td>5-6</td>
<td>15 min.</td>
<td>▪ 3e Rubric &amp; Guidance Document</td>
<td>▪ Slide 6 – Pass out rubrics and vignettes</td>
</tr>
</tbody>
</table>
| 7-8      | 60 min.    | ▪ 3e Rubric & Guidance Document                                           | ▪ Slide 7 – Take 30 minutes to complete “Left Side” activity
  ▪ Vignettes (EP or SLG)                                    | ▪ Slide 8 – Take 30 minutes to complete “Right Side” activity
  ▪ Copies of both artifact sets per person/small group        | ▪ (5 min.) Step 1
  ▪ (10 min.) Engage in Step 2 for artifact set #1
  ▪ (10 min.) Engage in Step 2 for artifact set #2
  ▪ (5 min.) Step 3                                             |
| 9-10     | 25 min.    | ▪ 5 posters **created in advance** with the questions from Slide 17 on each  | ▪ Slide 10 – Take 25 minutes to complete this reflection activity
  ▪ poster/Google doc (i.e., one question per)                   | ▪ Have educators count off by 5’s to work independently or in small groups (depends on how many you people you have)
  ▪ 5 posters **created in advance** with the questions from Slide 17 on each poster/Google doc (i.e., one question per) |
  ▪ (5 min.) Step 1
  ▪ (10 min.) Engage in Step 2 for artifact set #1
  ▪ (10 min.) Engage in Step 2 for artifact set #2
  ▪ (5 min.) Step 3                                             |
| 11-14    | 15 min.    | ▪ N/A                                                                     | ▪ N/A                                                                |
| 15       | 5-10 min.  | ▪ <Optional> Closing Activity Questions                                   | ▪ Slide 15: <Optional> If you have time and are so inclined, consider discussing these additional reflection questions or using as an exit ticket |

**Note:** All activities are designed to be completed within the specified time frame.