**Seminar Facilitator Directions**

**Winter Quarter 2012**

This quarter EVERYONE will facilitate a seminar. This means you may be working in pairs to facilitate.

Seminar facilitation this quarter will be another teaching practice session for you as future teachers. To that end, for each seminar reading that you are responsible for, you will need to construct:

**A Written Lesson Plan**:

Your lesson plan should include the following parts and align the Communication EALR, goals, objectives, post assessment and rubric/evaluation guide:

* Communication EALR
* Learning content goal/objective
* Learning process goal/objective
* **Pre Assessment** (to be completed in seminar the previous week)
* SMALL (not to take more than 10 minutes) written task that you will use to gain pre-assessment information from participants
* **Facilitation guide for reading** (to pass out to participants the previous week)
* Reading Guide aligned to goals/objectives to focus reading and discussion for the following week. This should include some way of preparing notes, quotes, papers, something to be brought into seminar to be prepared for conversation.
* **Procedures**
* Specific structures for discussion—small, large group
* Specific guiding questions for discussion aligned to goals/objectives
* Specific debriefing questions for closure aligned to goals/objectives
* **Post assessment:** Completed at the end of seminar and aligned to goals/objectives
* **Rubric/Evaluation guide** for post assessment aligned to goals/objectives
* Need to perform “grading”—to be posted on moodle

In your planning, out of the 3 hours for seminar, you should plan for about 2:15 of time for your lesson. Time in seminar each week will look something like this:

* 2:15 minutes – lesson
* 15 minutes post assess
* 15 minutes feedback to facilitator(s)
* 15 minutes pre assess for next week