Lesson Link™: Debriefing Protocol
FINAL DEBRIEF

NORMS
In order to maximize learning during the debriefing conversation, please keep in mind the following norms:

- Focus the conversation on the lesson, not the teacher.
- Use data (student work, observation notes) to guide your discussion about achieving the lesson objective.
- Monitor your own airtime.

PROTOCOL

1. Observers silently review and organize notes (2 minutes)
   a. Observers review the data collected during the observation.
   b. Each observer highlights key points from notes and determines evidence to share with the group.
   c. Observers note suggested revisions and/or modifications to the lesson, and any key findings and/or future discussion items.
   d. Instructor reflects on lesson outcomes in preparation for sharing with colleagues.

2. Instructor shares (3 minutes)
   a. The teacher who taught the lesson shares his/her reflections.
      i. What went well with respect to achieving the lesson objectives?
      ii. What did you learn through planning and teaching today’s lesson?
      iii. What are your recommendations for improving the lesson in the future?

3. Observers share (8-10 minutes)
   a. Each observer shares insights and feedback from data collected during the lesson observation. The comment of each observer should be directly rooted in data (e.g., I noticed that when we asked students to respond to the question at the end of the read aloud, only 4 out of 20 students raised their hand).

4. Examination of student work (8-10 minutes)
   a. The group uses the following questions to guide the examination of student work:
      i. Does the student work match what our observation data show?
      ii. Was the objective of the lesson met? What evidence (from student work) demonstrates that the lesson objectives were met for all students?
      iii. What do the data suggest about the students’ progress on the goals we set for the year?

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b. How effective were the changes we made following the 1st and 2nd lessons in achieving the overarching goals of the lesson?

5. Lesson revision – (10 minutes)
   a. How can we modify this lesson for publication to more effectively achieve its objective for all students?

6. What have we learned that we need to remember when we go into our next Lesson Link cycle? (15-25 minutes)
   a. What have we learned about our students?
   b. What have we learned about lesson planning/design?
   c. What have we learned about our own instructional practices?
   d. What have we learned about the way we work best together as a team?

Please note: Final debriefing times may range from 45-60 minutes (depending on the schedule of the day). The chart below indicates how the protocol may be used for a 45-minute final debrief or a 60-minute final debrief.

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<th>45-Minute Final Debrief</th>
<th>Time</th>
<th>60-Minute Final Debrief</th>
<th>Time</th>
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<tr>
<td>Observers review and organize notes</td>
<td>2 min</td>
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<td>2 min</td>
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<td>Instructor shares</td>
<td>3 min</td>
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<td>3 min</td>
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<td>Observers share</td>
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<td>Examination of student work</td>
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