

## Figure 7.2: Collaborative Team Guide for a Unit of Study

Team:			
<b>Collaborative Team Guide for a Unit of Study</b> Purpose: Increase student learning and capture adult learning.			
INFORMATION TEAM AGREES ON PRIOR TO TEACHING THE UNIT			
Unit title and essential number:	Begin date:	End date:	Number of instructional days:
Common formative assessment (CFA) date (before end date)	Date to establish inter-rater reliability:	Date to share results and build action plan:	Dates for interventions and extensions:
What is the essential (standard)?			
What is the team SMART goal?			
ACTION PLAN TEAM DETERMINES AFTER THE CFA			
List (or link to) students who need more time and support (percent not yet proficient)			
How will teachers give support, and what is the timeline for this support?			
What is the extension plan for students who are already proficient?			

REFLECTIONS TEAM CAPTURES AFTER CARRYING OUT THE ACTION PLAN	
What percent of students is currently proficient after the action plan?	
After interventions, did the team meet the SMART goal?	
What intervention strategies proved most effective?	
What research-based best practices got the best results? Capture changes to initial instruction the team needs to make in this unit or in future units and any other team learning.	
What is the plan for students who still haven't learned this essential?	