

Figure 2.5: Teamwork Playbook

1. Match paired partners. Start dialogue with each student completing his or her own personalized learning plan template and then meeting with partners. Keep the interview teams together at least eight weeks. Change only those teams you see not working well.
2. For a novice personalized learning plan class, walk through the interview and provide examples for each question or prompt. For individual novices, pair with experienced student partners who can coach the novice. Do this if you have a new language learner or a student who is a challenged communicator.
3. After peers review and give positive feedback on each other's personalized learning plans, take advantage of the chance for students to complete prompts for building trust ("I like how you...", "I think it's a good idea that you are...", "I wonder why...", or "I am concerned . . .").
4. Post the completed plans around the room. Host a gallery walk in which students use sticky notes to complete the prompt "I like . . ." and attach it to the wall or a bulletin board.
5. Students may take a copy of the personalized learning plan home and secure parent or guardian feedback. Keep the original copy in the student's portfolio. Students will each need access to their secure electronic folders.
6. Students return their plans to you after getting feedback from parents or guardians, storing interview results in a portfolio (this is preferably online but can be in a manila folder). You may review and conference with students to coach each with the interview results in mind.