



## Great Books Consultation Day Planner

The materials in this packet will help you plan a schedule for your consultant's visit. If you have questions, please contact your consultant or the Great Books Foundation.

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# Great Books Consultation Day Timeline

## Three Weeks Before the Visit

- Connect with your Great Books consultant. Confirm the date of the visit, and ask any questions about planning the visit.
- Review the Consultation Options (pp. 3–4) and set priorities. If you know you want teachers to work with the consultant in specific ways, note that information on the Teacher Preferences form (p. 5) before you distribute it.
- Inform participating teachers about the upcoming consultation day, and tell them that you will be asking them to help plan the day's schedule.
- Distribute the Teacher Preferences forms to teachers and give them about a week to complete and return them.

## Two Weeks Before the Visit

- Review the completed Teacher Preferences forms and finalize the day's schedule. Check that your schedule conforms to the guidelines in Consultation Options.
- Complete the Consultation Day Schedule (pp. 6–7) and send it to your consultant. Your consultant will e-mail or call you to review the schedule and to gather additional information.
- Share the schedule with participating teachers. Ask teachers to notify you immediately if readings, activities, or times must change.

## One Week Before the Visit

- Remind teachers of required preparation for the consultant's visit. For coaching and demonstrations, students must be fully prepared for the scheduled Great Books activity.



### **If plans must change, notify your consultant immediately.**

The sooner you let your consultant know of conflicts or changes, the more likely it is that an alternative plan can be arranged.

## Consultation Options

Great Books consultants can support your program in a variety of ways. As an administrator, you may wish to recommend an option for a specific classroom. If there is a subsequent consultation, consider recommending a different option.

### Scheduling guidelines to keep in mind:

- If teachers choose the demonstration option, consultants can do a **maximum of three demonstrations** per day.
- If you schedule a meeting after the end of the school day, notify your consultant well in advance so he or she can arrange travel accordingly.
- Schedule a short break for your consultant every 2–3 hours, including at least 30 minutes for lunch.

## In-Classroom Consultation Options

### Coaching

**The consultant observes a teacher conducting a Great Books activity, preferably a Shared Inquiry™ discussion, and offers constructive feedback.**

**Recommended for:** Most teachers. Coaching is usually the most beneficial consultation activity.

**Preparation needed:** Two weeks in advance, inform the consultant of the Great Books selection being used and the activity being conducted. Students must be fully prepared for the day's activity.

**In-class time required:** 30–45 minutes with students, plus time for the consultant and teacher to reflect afterward.

### Co-leading

**The consultant and the teacher co-lead a Great Books activity, preferably Shared Inquiry discussion, with a class. The consultant can model particular skills if desired.**

**Recommended for:** Teachers who have experience with Great Books activities but are interested in improving particular aspects of the Shared Inquiry process.

**Preparation needed:** Two weeks in advance, inform the consultant of the Great Books selection being used and the activity being conducted. Students must be fully prepared for the day's activity.

**In-class time required:** 30–45 minutes with students, plus time for the consultant and teacher to reflect afterward.

## In-Classroom Consultation Options, continued

### Demonstration

**The consultant models a Great Books activity, preferably a Shared Inquiry discussion, with a class.**

**Recommended for:** Teachers who would especially benefit from modeling. More than one teacher can observe a demonstration.

**Preparation needed:** Two weeks in advance, inform the consultant of the Great Books selection being used and the activity being conducted. Students must be fully prepared for the day's activity.

**In-class time required:** 30–45 minutes with students, plus time for the consultant and teacher(s) to reflect afterward.

## Conferences and Meetings

### One-on-One Conference

**The consultant meets with a teacher individually to discuss concerns, answer questions, review students' work, or plan future lessons.**

**Recommended for:** Teachers who have had previous coaching or are unable to schedule a classroom activity with the consultant.

**Preparation needed:** Inform the consultant of questions or concerns to address.

**Time required:** 10–20 minutes for each conference.

### Group Meeting

**The consultant meets with teachers, parents, or administrators to discuss concerns and answer questions.**

**Recommended for:** Every consultation day, if possible, to allow for effective information sharing.

**Preparation needed:** Inform the consultant of questions or concerns to address.

**Time required:** 30–60 minutes. Schedule meetings for team preparation periods or for the end or beginning of the school day.

**Note:** If afterschool or evening meetings are necessary, please inform your consultant right away so that travel can be arranged accordingly.

# Teacher Preferences

A Great Books Foundation consultant will be visiting on \_\_\_\_\_.

To aid in planning, please return the completed form to \_\_\_\_\_

\_\_\_\_\_ no later than \_\_\_\_\_.

## Options for working with your consultant

**Coaching:** The consultant observes as you lead a Great Books activity, preferably a Shared Inquiry discussion, and offers constructive feedback. This is usually the most helpful activity.

**Time required:** 30–45 minutes with students, plus time to reflect afterward. Students must be fully prepared for the day’s activity.

**Co-leading:** You and the consultant co-lead a Great Books activity, preferably a Shared Inquiry discussion.

**Time required:** 30–45 minutes with students, plus time to reflect afterward. Students must be fully prepared for the activity.

**Demonstration:** The consultant models a Great Books activity, preferably a Shared Inquiry discussion, with your class.

**Time required:** 30–45 minutes with students, plus time to reflect afterward. Students must be fully prepared for the activity.

**One-on-One Conference:** You and the consultant discuss concerns, questions, or future lessons.

**Time required:** 10–20 minutes.

**Name:** \_\_\_\_\_

I would prefer:

Coaching     Co-leading     Demonstration     One-on-One Conference

*Please note that it is not always possible to give every teacher his or her first choice.*

**For coaching, demonstration, or co-leading, please specify:**

Great Books reading selection: \_\_\_\_\_

Great Books activity: \_\_\_\_\_

Please note any topics you would like the consultant to address:

# Consultation Day Schedule

Complete this schedule after reviewing the completed Teacher Preferences forms.

Consultation date: \_\_\_\_\_

School: \_\_\_\_\_

Consultant: \_\_\_\_\_

## Before sending your completed schedule to your consultant, please check that:

- If demonstrations are requested, your consultant is scheduled for no more than three per day.
- For coaching, co-leading, or demonstrations, the Great Books reading selection and activity are specified.
- Your consultant has been notified well in advance if a meeting is scheduled after the school day ends.
- Your consultant has a short break every 2–3 hours, and at least 30 minutes for lunch.

### Classroom 1

\_\_\_\_\_ Coaching    \_\_\_\_\_ Co-leading    \_\_\_\_\_ Demonstration    \_\_\_\_\_ One-on-One Conference

Time: \_\_\_\_\_ Room: \_\_\_\_\_ Teacher(s): \_\_\_\_\_

Great Books reading selection: \_\_\_\_\_

Activity: \_\_\_\_\_

### Classroom 2

\_\_\_\_\_ Coaching    \_\_\_\_\_ Co-leading    \_\_\_\_\_ Demonstration    \_\_\_\_\_ One-on-One Conference

Time: \_\_\_\_\_ Room: \_\_\_\_\_ Teacher(s): \_\_\_\_\_

Great Books reading selection: \_\_\_\_\_

Activity: \_\_\_\_\_

### Classroom 3

\_\_\_\_\_ Coaching    \_\_\_\_\_ Co-leading    \_\_\_\_\_ Demonstration    \_\_\_\_\_ One-on-One Conference

Time: \_\_\_\_\_ Room: \_\_\_\_\_ Teacher(s): \_\_\_\_\_

Great Books reading selection: \_\_\_\_\_

Activity: \_\_\_\_\_

## Consultation Day Schedule, continued

Consultant's lunch period: From \_\_\_\_\_ to \_\_\_\_\_

### Classroom 4

\_\_\_\_\_ Coaching    \_\_\_\_\_ Co-leading    \_\_\_\_\_ Demonstration    \_\_\_\_\_ One-on-One Conference

Time: \_\_\_\_\_ Room: \_\_\_\_\_ Teacher(s): \_\_\_\_\_

Great Books reading selection: \_\_\_\_\_

Activity: \_\_\_\_\_

### Classroom 5

\_\_\_\_\_ Coaching    \_\_\_\_\_ Co-leading    \_\_\_\_\_ Demonstration    \_\_\_\_\_ One-on-One Conference

Time: \_\_\_\_\_ Room: \_\_\_\_\_ Teacher(s): \_\_\_\_\_

Great Books reading selection: \_\_\_\_\_

Activity: \_\_\_\_\_

### Group Meeting

Time: From \_\_\_\_\_ to \_\_\_\_\_ Location: \_\_\_\_\_

Teachers or others attending: \_\_\_\_\_

\_\_\_\_\_

Topics to address: \_\_\_\_\_

\_\_\_\_\_

### School contact name and position:

Work phone: \_\_\_\_\_ Home or cell phone: \_\_\_\_\_

E-mail \_\_\_\_\_ Fax: \_\_\_\_\_

**Please e-mail this form to your consultant. (If you don't yet have your consultant's name or e-mail, contact the Great Books Foundation at 800-222-5870 and ask for the sales representative's assistant for your state.)**