**Illinois State Board of Education**

**2014 Statewide System of Support**

**Math Foundational Services**

**Face to Face Day One Training: Facilitator Guide**

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| Training Title  |  **Math Foundational Services - EQuIP** |
| Objectives  | 1. Apply the EQuIP rubric to evaluate a lesson or unit.
2. Learn state-level expectations and available support for the New Illinois Learning Standards of Mathematics.
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| Planning Considerations | * Date: Consult district calendars and publicize early for optimal attendance.
* Time: Prepare for 4 hour presentation. Recommended: 8:30 a.m. – 12:15 p.m. We recommend you determine the time you will need based on your plan to run this training.
* Location: Secure centralized, regional location with adequate space.
* Resources:
* Arrange for equipment: computers (provided or brought by participants), projector, screen, speakers, microphone.
* Prepare materials: posters, chart paper, tape, adhesive notes, dot stickers, markers, pens.
* Organize meeting room: ideally round tables of 4-6, materials table, visual access to screen.
* Print Training Takeaway packet for each participant (all activity handouts are included).
* Ensure access to Internet for each participant. Notify participants in advance that a device is needed.
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| Content Focus | Content and Process | Materials/Resources | Time | Notes |
| --- | --- | --- | --- | --- |
| Pre-session Activity  | **Pre-Session Activity** provides formative information to facilitator regarding participant experience levels. **Facilitator** greets participants and points them to poster or question on handout. **Participants** indicate their comfort level by posting one sticker on each continuum  | PPT slide 1Red Dot stickersChart paper with questions written, “dot line” drawn with 1-5 scalePPT Slide 1 | 20 mins. | (8:00 – 8:20Pre-session) |
| Introductions | **Facilitator** introduces self, then introduces participants by asking questions about “who is in the room.”**Participants** raise hands to participate. | PPT slide 2-3 | 5 mins. |  |
| Norms | **Facilitator** introduces norms, asks for agreement.  | PPT slide 4 | 2 mins. |  |
| Objective 1: Apply the EQuIP rubric to evaluate a lesson or unit. |
| EQuIP Rubric Overview  | **Facilitator*** History of the EQuIP Rubric
* Purpose and ways to use rubric
* Design of rubric
* Discuss Backwards Design

**Participants** * Fold EQuIP Rubric
 | PPT slides 5- 21EQuIP Rubrics (regular and large)EQuIP User Guide | 20 mins. |  |
| Practice: Evaluate a lesson | **Participants** * Read 7th Grade Lesson
* Write individual critique for each dimension
* Discuss in group each dimension
* Compare response to normed response

**Facilitator** * Read criteria per each dimension
* Read normed response after facilitating group discussion for each dimension.

Have participants individually critique, discuss in groups, read normed response, compare response to normed response THEN move on to next dimension. | PPT slides 22-48Grade 7 LessonEQuIP Discussion Guide | 20 mins. To read lesson1 ½ hours to review lesson |  |
| Additional Tools/Resources for EQuIP  | **Facilitator** points out additional resources:* Lessons/templates/PD on Achieve and Achieve the Core
* Planning tools/resources/templates from ISBE.
 | PPT slides 49-50EQuIP Lesson Template | 10 mins. |  |
| Brainstorm | **Participants** will brainstorm ways to use the EQuIP Rubric and PD that can be developed around the EQuIP Rubric. | PPT slide 51 | 5 mins. | 10:55 a.m. |
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| Closing Connections | **Participants** * Discuss “Next Steps”
* Ask any remaining questions

**Facilitator** * Facilitate “Next Steps” discussion
* Answer any remaining questions
* Distribute evaluations

**Participants** complete and turn in evaluations.**Facilitator** culminates session and thanks participants. | PPT slides 52-54Evaluation forms | 20 mins. | 12:15 p.m. |