

## Create a Discussion Protocol

**Step 1:** Identify the topic that your students will discuss and/or the activity they will complete.

Topic:

**Step 2:** Describe the objective or purpose of the learning activity.

Objective:

**Step 3:** Identify the materials that people will need to complete the activity. For example, each person may need a copy of your supply list or paper and a pen to draw a diagram. List the needed materials.

**Step 4:** Determine the minimum and maximum number of people who should participate in the group activity. Consider the role each person will play in the activity. Common roles include *reader*, *materials manager*, *encourager*, and *recorder*. List the roles you would like to include in the activity below.

**Step 5:** Next, think through the activity as you would like it to be completed. Describe each step along with the role responsible for completing the action. Include any critical thinking or reflection questions that people should answer along the way.

**Step 6:** Review the protocol you created. About how long should it take for people to complete the activity? Add the anticipated time frame to the protocol.