

Collegial Circle Proposal

Directions: Complete all parts of this form and email it to Nicole Barry at the Teacher Center. The Collegial Circle Committee will review the proposal and the facilitator will be notified within 1-2 weeks regarding the status of the proposal. Collegial Circle work may begin once acceptance notification is secured. Please do not begin work prior to receiving formal approval.

Title of Circle: _____

Facilitator: _____ **Date of Proposal:** _____

School(s): _____ **Grade Level(s):** _____

Standard Area(s)/Discipline(s): _____

Number of hours requested to complete your work (4-12): _____ **Hours**

Structure: Identify the professional learning structure your circle will be utilizing to complete its work. For additional information, click on the link on the Teacher Center Webpage for ***Collegial Circle Structures***.

☐	Action Research
☐	Book Study
☐	Critical Friends Group
☐	Tuning Protocol
☐	Strategy Implementation
☐	Other:

Participation: Membership in collegial circles should be determined by the type of work you are planning to accomplish and the model you are utilizing. As you are designing your collegial circle, it is important to consider your participants and who best to include in your circle. Have you considered including people who are outside of your grade level/department/building? This is not required, but it may enhance the work you are planning to do. Please list the members of your circle in the spaces provided below.

Participants (3-8) recommended):

- | | |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

A. What is the anticipated goal of your circle?

B. What evidence do you plan to collect that will demonstrate you have met your goal? [e.g. student work samples, teacher-created materials, reflection journals]

C. What is the expected new learning that will occur for participants as a result of your circle? On which resource(s) or research do you plan to base your work?

D. Review the document, *Five Levels of Professional Development Evaluation*, by Thomas Guskey on the TC webpage. At the end of your learning, with which level do you anticipate your work will be aligned? Explain.

It is the responsibility of the facilitator to read the guidelines for Collegial Circles and guide the group to follow them.

I, _____ accept this responsibility.