SDC Professional Book Study Guidelines

Purpose

These guidelines are intended to support facilitators in designing a meaningful, engaging, and well-structured professional book study that promotes reflection, collaboration, and application to practice.

Overall Design & Time Structure

- Design the book study to total **15 professional learning hours**
- Clearly outline how time will be allocated across:
  - **Independent reading (outside of session time)**
  - **Facilitated sessions (discussion, activities, collaboration)**
  - **Reflection and final artifact development**
- Provide a **session-by-session breakdown** (e.g., number of meetings, length of each)

Reading Plan

- Identify the selected text and provide a **rationale for its relevance**
- Break the book into **manageable reading sections** aligned to session dates
- Clearly communicate that:
  - Reading is completed **outside of scheduled sessions**
  - Participants are expected to come prepared to discuss the text
- Consider including **guiding questions or prompts** to support comprehension

Learning Goals & Outcomes

- Define **clear learning objectives** for participants
- Align goals to:
  - Professional standards (if applicable)
  - District or organizational priorities
  - Classroom or workplace application
- Ensure outcomes emphasize:
  - Reflection, skill development, and transfer to practice

Participant Engagement & Expectations

- Establish expectations for **active participation**, including:
  - Preparation (completed reading)
  - Contribution to discussions
  - Collaboration with peers
- Plan for **interactive structures**, such as:
  - Small group discussions
    - Protocols (e.g., structured conversations)
  - Collaborative tasks or problem-solving activities

Discussion & Facilitation Plan

- Describe how each session will be structured (e.g., opening, discussion, activity, closure)
- Include strategies to:
  - Promote equitable participation
  - Encourage multiple perspectives
  - Keep discussions grounded in the text
- Consider incorporating:
  - Visible Thinking routines
  - Case studies or real-world scenarios
  - Opportunities for participant voice and choice

Reflection & Ongoing Learning

- Build in regular opportunities for reflection, such as:
  - Written responses or journals
  - Discussion prompts
  - Application tasks between sessions
- Ensure reflection connects:
  - Key ideas from the book
    - Participants' professional roles and experiences

Final Learning Artifact / Reflection

- Include a **culminating artifact or reflection** requirement
- Clearly define:
  - Purpose of the artifact (demonstrating learning and application)
  - Format options (e.g., written reflection, lesson plan, presentation, action plan)
- Provide criteria or a rubric to guide participant work
- Consider including opportunities for **sharing or peer feedback**

Assessment of Participation & Learning

- Describe how participation and completion will be monitored, such as:
  - Attendance
  - Engagement in discussions and activities
  - Submission of reflections and final artifact
- Ensure expectations are **clear, fair, and transparent**

Materials & Resources

- Identify all required materials, including:
  - The book (with access details)
  - Supplemental resources (articles, videos, tools)
- Consider providing:
  - Discussion guides
  - Note-taking templates
  - Reflection organizers

Differentiation & Flexibility

- Provide options to support diverse participants, such as:
  - Choice in final artifact format
  - Varied discussion structures
  - Flexible ways to engage (written, verbal, visual)
- Consider accessibility and time constraints

Logistics & Communication

- Clearly outline:
  - o Schedule and meeting format (in-person/virtual)
  - o Expectations for communication and submissions
- Provide a plan for:
  - o Reminders and updates
  - o Supporting participants who miss a session

Quality Indicators of a Strong Proposal

A strong book study proposal will:

- Be clearly organized and easy to follow
- Balance reading, discussion, and application
- Foster meaningful collaboration
- Emphasize real-world impact on practice
- Include a clear and purposeful final artifact