

JIGSAW PROTOCOL – Planning for Facilitation

Purpose: Facilitators or teams may select this protocol if they want to share information on a large amount of text by having each member read and share a portion of the text with the group.

Jigsaw readings: Text titles and pages in this protocol refer to *The Adaptive School: A Sourcebook for developing collaborative groups* by Robert J. Garmston, & Bruce M. Wellman. (1999). Norwood, MA: Christopher-Gordon Publishers, Inc.

Time	Process	Roles and Responsibilities
3 min	<p>1. In groups of four, members count off from 1 – 4 to determine which section of text (TEXT 1-4) each group member will read.</p> <p>2. Before reading the text:</p> <ul style="list-style-type: none"> • Choose a facilitator • Choose a timekeeper <p>(Note: All group members read protocol before continuing.)</p>	<p style="text-align: center;">Participants should be in groups of 4</p> <p style="text-align: center;">TEXT 1 <i>Design the Surround, pp. 71-76.</i> Start with <i>Design the Surround</i> at the bottom of page 71. Read to the bottom of page 76.</p> <p style="text-align: center;">TEXT 2 <i>Develop Standards, pp. 76 – 81.</i> Start at bottom of page 76 with <i>Develop Standards</i>. Read to Table 5.6 on page 81.</p> <p style="text-align: center;">TEXT 3 <i>Understand and Agree on Meeting Roles, pp. 81-86.</i> Start with <i>Understand and Agree on Meeting Roles</i> in the middle of pg. 81. Read to the end of the chapter.</p> <p style="text-align: center;">TEXT 4 <i>Intervention/Knowledge of Self, pp. 95-99.</i> Start with <i>Intervention</i> near the bottom of page 95. Read to the middle of pg. 99.</p>

Time	Process	Roles and Responsibilities
12 min	3. Read the assigned section of text. 4. Each group member should respond to the prompts below: <ul style="list-style-type: none"> • Write a single statement that captures the essence of the section, and; • Write one key aspect of the text which was especially meaningful to you. 	Record statements on the back of this page.
20 min	5. Each group member shares their two statements from step 4 with the group. 6. The other 3 group members each have the opportunity to ask one clarifying question. 7. Repeat steps 5 & 6 for each member of the group.	Timekeeper: Check that each person has 5 minutes to share, including responses to clarifying questions. Facilitator: Ensure that each person asks the speaker no more than one clarifying question.
10 min	8. Participants look through <i>The Adaptive School</i> at one of the four text sections they would like to review.	

This protocol was developed collaboratively by Mark Emmet of NCOSP and Tom Hathorn of Olympic ESD 114.