

## IF Facilitation—Developing a Facilitation Plan

Each IF Friday a member (or two) of your group will facilitate the discussion. Before you facilitate, you must prepare a plan for your discussion. A good plan will use IF strategies, connect the week's topic to the course materials and to the larger theme of wisdom, and consider your group members' participation styles. You will submit your facilitation plan to your WISe instructor. Part of your facilitation grade comes from preparing a good plan and being ready to discuss it at your pre-facilitation meeting (see grading rubric).

**Your Plan**—A good plan will include the following elements:

1. An opening activity that will engage the group and get them thinking (models for activities can be found in the IF Toolbox on the portal).
2. At least one more activity connected to the week's topic that you may or may not have time to use.
3. Questions that will promote an open and thoughtful discussion of the topic.
4. Specific quotations from the WISe texts that you think illuminate important ideas and will promote deep discussion.
5. Activities and/or questions that will ask your group to explore the topic in a divergent way.
6. An activity or questions that connect this week's theme to the larger theme of wisdom.
7. At the end of your plan, you should write one thing you learned from the IF Student Guide wiki (<http://studentguide.interactivityfoundationwiki.wikispaces.net/>) or the IF Toolbox.
8. If you have more than one facilitator, make clear who will facilitate which part of the plan.

**Pre-facilitation Meeting**—Before your IF discussion, you will meet with your instructor to discuss your plan.

You are responsible for:

- ☒ Arranging the meeting (at least) 2 days prior to your facilitation
- ☒ Submitting your plan via email (at least) one day prior to your pre-facilitation meeting
- ☒ Developing and reviewing your plan together (if you are working with a partner)
- ☒ Arriving on time with a printed plan, as well as any graded materials from past facilitations

Be prepared to explain the following during your pre-facilitation meeting:

- ☒ How does the plan give you direction **and** allow you to “flow” with the participants' discussion?
- ☒ How will you incorporate all members into the discussion?
- ☒ Are there considerations for different group members' participation styles:
  - ☒ How will you effectively engage those who try to dominate?
  - ☒ How will you effectively engage those who remain quiet?
- ☒ What have you learned from other facilitators or your own previous facilitation to help you prepare this plan?

After your pre-facilitation meeting, you should make any necessary revisions to hone your plan for an effective discussion on your IF Friday.

**Post-facilitation Meeting**—You will resubmit a revised plan for your **Post-facilitation meeting** that will be held within a week after your facilitated discussion. Again, you will be graded on this meeting for your effective arrangement, preparation, and conduct as well as your submitted revised plan and IF notes (see grading rubric). You are responsible for:

- ☒ Arranging the meeting
- ☒ Submitting your revised plan via email (at least) one day prior to your post-facilitation meeting and the typed IF notes posted to the Portal
- ☒ Arriving on time with a printed revised plan, as well as any graded materials from past facilitations

## Grade Penalties:

The following actions will result in the following grade deductions for your IF facilitation grade:

**10 point grade deduction:** missing a meeting with your instructor (without prior arrangement)

**1-5 point grade deduction:** being late to or unprepared for a meeting

**1-10 point grade deduction:** turning in your plan or your IF notes late (**1 point/day**)