

PROTOCOL 5.1: Critical Friends Team (CFT)

► The following protocol is designed to provide students and educators with specific feedback regarding a product.

Total Time: 45 minutes

Opening Moves (Introduction) (5 minutes)

- Review purpose of protocol.
- Review agreements (norms) of the team.
- Identify someone as the facilitator of the process.
- Review success criteria of product being evaluated.

Opening Presentation (5 minutes)

- The facilitator invites a student or teacher (presenter) to present the product he or she wants to have reviewed.
- The presenter provides a 2–3-minute overview of the product.
- The facilitator then invites the others to ask clarifying questions.
- The presenter provides answers to any clarifying question.
 - *This process can be much more effective when materials are provided before the CFT Review. One suggestion is to email all CFT members materials to be reviewed 72 hours before the CFT process.*

Strengths (I like) (10 minutes)

- Facilitator asks the CFT to provide feedback related to the strengths of the product.
- CFT members will begin each piece of feedback using the following stems: “I like . . . because” or “One strength is . . . because” (Rationale should be related to success criteria.)
 - *During these three sections (Strengths, Questions, and Next Steps), the presenter receiving feedback should not make any remarks and should only listen and write down notes.*
 - *The facilitator should ensure that all feedback information is documented.*

Questions (I wonder) (10 minutes)

- Facilitator asks the CFT to provide questions for the presenter to think through regarding the product.
- CFT members will begin each piece of feedback using the following stems: “I wonder if. . .” or “One question to consider includes” (Rationale should be related to success criteria.)

(Continued)

Next Steps (10 minutes)

- Facilitator asks the CFT to provide feedback on the suggested next steps related to the product.
- CFT members will begin each piece of feedback using the following stems: "One next step to consider is" (Rationale should be related to success criteria.)

Closing Remarks (5 minutes)

- The presenter receiving feedback has the opportunity to thank the CFT for their feedback and to provide specific next steps they will take in light of the feedback they received.

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