

## Seminar Checklist

What it should like...	What it shouldn't look like...
<ul style="list-style-type: none"> <li>○ <b>(A): drawing out quiet peers with names and questions</b></li> <li>○ <b>(A): using academic vocabulary—see today's goals below</b></li> <li>○ <b>(A): appropriate balance of give and take in conversation</b></li> <li>○ A natural flow among students and ideas</li> <li>○ Students prepared with notes and books</li> <li>○ Eye contact, body facing speaker and clearly engaged</li> <li>○ Honoring diversity of opinions</li> <li>○ Awkward silences that are accepted as a natural part of process</li> <li>○ Acknowledging and building on previous comments</li> <li>○ Staying focused on text</li> <li>○ Intentional teacher intervention tactics such as muting, redirection</li> <li>○ Students taking turns as vocal leaders, facilitators, and/or intermittent participants</li> <li>○ <b>Being attentive to each other, calling on quiet voices, making dominant voices wait</b></li> </ul>	<ul style="list-style-type: none"> <li>○ Dominating voices</li> <li>○ Interrupting peers</li> <li>○ Treating it as a debate, trying to win and/or prove point</li> <li>○ Resistant voices</li> <li>○ Side conversations</li> <li>○ Fiddling with papers, book, looking down, slouching</li> <li>○ Plot summary</li> <li>○ Ignoring who has participated and who has not</li> <li>○ Discouraging comments, humor, and/or body language</li> <li>○ Changing topics before students have had the chance to participate</li> <li>○ <b>STUDENTS WHO ARE RUDE IN ANYWAY (SIDE CONVERSATIONS, GIGGLING, DISTRACTING EYE CONTACT OR BODY MOVEMENTS) WILL BE DISMISSED FROM THE SEMINAR AND EARN AN O</b></li> </ul>