

## Case Study Protocol Template

**Case Study Title:** \_\_\_\_\_

Refer to the *Case Study Protocol Scaffold* for guidance in using this template to build a case study protocol.

<i>Time</i>	<i>Process</i>	<i>Process Support/ Roles</i>
<b>Step 1</b> ___ min	<b><u>Familiarization (Individual)</u></b> <input type="checkbox"/> Read the case. <input type="checkbox"/> Highlight or underline key ideas; jot down questions or connections.	<b>Participants:</b> Read case and make notes silently.
<b>Step 2</b> ___ min	<b><u>Working Within the Case (Partners)</u></b> <input type="checkbox"/> Partner one summarizes the case while partner two listens. <input type="checkbox"/> Partner two fills in any big ideas that may have been missed in the summary. <input type="checkbox"/> Write down the key issues in the case. <input type="checkbox"/> Discuss your responses.	<b>Participants:</b> Work with another person at your table. After summarizing, each participant silently writes the key issues.
2 min	<b>Two partner pairs join to form a group of four.</b> <ul style="list-style-type: none"> <li>• Choose a facilitator</li> <li>• Choose a timekeeper</li> </ul>	<b>Facilitator:</b> Make sure the group follows the protocol as written. <b>Timekeeper:</b> Make sure the group stays within the prescribed time limits.
<b>Step 3</b> ___ min	<b><u>Expanding Upon the Case (Groups of Four)</u></b> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Participants:</b> Take turns sharing your responses to questions about the case.  <b>Facilitator:</b> Ensure all participants get a turn to respond.  <b>Timekeeper:</b> Keep group apprised of time remaining during discussion period.
<b>Step 4</b> ___ min	<b><u>Moving Beyond the Case (Groups of Four)</u></b> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Participants:</b> Focus on your own school setting or PLC for this discussion.  <b>Facilitator:</b> Make sure each person has a chance to express their views.