Information for Hosting an Instructional Practices Inventory Workshop

If you are hosting an Instructional Practices Inventory Workshop, the following provides basic information about the workshops and the physical arrangements for the workshops.

The first pages provide information about hosting a Basic Level I Workshop.

The subsequent page provides information about the advanced Level II IPI Workshop and the last page is a visual depiction of the desired room setup for the IPI Workshops.

Thank you for your willingness to host an IPI workshop. Please contact your facilitator/trainer or me (if I am not your facilitator/trainer) if you have any questions.

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Basic IPI Training (Level I Workshop)

1. The “basic” IPI Training workshop usually begins at 8:30 AM and concludes about 3:45 or 4:00 PM. It is a full, busy day for the participants (maximum 30) and the trainer. The trainer wants each participant to be successful and thus provides a sequential, articulated set of learning experiences to help each participant quickly and effectively achieve two goals:
   a. Develop the capacity to collect accurately school-wide instructional practices data using the IPI observational categories and to do so across observations and among observers.
   b. Develop the capacity to facilitate faculty analysis of the school-wide data profiles and the deep reflective activities necessary for improving student engaged learning.

2. Developing competence for the above goals requires the full workshop time. A break is taken for a quick lunch and two short breaks are provided:
   a. Participants are given a brief mid-morning and a mid-afternoon break, so attention to drinks and snacks are appreciated by the participants. Those breaks usually occur about 10:15 and 2:15, but may occur slightly earlier.
   b. Participants should eat lunch on site and most training hosts or sites provide a box lunch or simple meal that can easily be eaten in approximately 20-25 minutes. The lunch break usually occurs about 11:45 and the training continues about 25 minutes later.
   c. If possible, drinks and an early morning snack are also appreciated, as many participants will begin to arrive 15-30 minutes ahead of the 8:30 start time.

3. The arrangement of the room is depicted in the diagram on the last page of this file. Please contact your trainer and discuss the room arrangement if you are not able to provide a room setup as described. As mentioned, the room arrangement is important to the success of this training, as the trainer wishes to model engaged, cooperative learning experiences throughout the training session.
4. The participants in the Level I Workshop will be developing the capacity to accurately and consistently code student engaged learning. The development of that skill will begin in our workshop room. However, by early afternoon, usually by 12:45 or 1:00, the participants are ready to apply their new knowledge in a real classroom setting. As the host school, we would like you to prepare the school’s faculty for the fact that participants from the workshop will be visiting a few classrooms in the early afternoon, usually between 1:00 and 2:00. It is best if a member of the host school accompanies the group on this brief set of observations, so please try to provide a member of the school’s administrative team for that task if a member is not already participating in the workshop. We will typically visit six to eight to ten classrooms in that hour and will be in the classes for just three or four minutes. The participants from the workshop will visit the classes in small groups, thus trying to minimize the distractions to the learning process. Therefore, please be sure the school’s teachers are aware that they will have visitors in several classrooms and please ask the teachers and students to go about their work as usual and ignore the classroom visitors. The participants will be observing the student’s engagement in learning and will not be evaluating the work of the teacher or even focusing on the work of the teacher during the observation.
Advanced IPI Training (Level II Workshop)

1. The Level II workshop is a half-day workshop that is typically conducted twice in the same day and same location. The actual times of Level II Workshop are usually from 8:30-12:00 and from 12:30-4:00. The three and one-half hour Level II sessions are designed to provide high-level analysis and discussions of the experiences the participants (maximum 20) have thus far had with the IPI process. The goal of the Level II session is:
   a. Develop a deeper level of understanding and capacity to engage faculty in the analysis and application of the IPI process for instructional change by analyzing previous experiences and developing strategies that foster long-range school and program analysis and goal setting.

2. The room setup for the Level II session will obviously be smaller than for the Level I session because of fewer participants. Please use the basic “rectangle” arrangement described for Level I and presented in the attached diagram. In addition to the basic arrangement for Level I, a computer projector system will be used in Level II. The Trainer will bring his/her computer and usually brings the projector. A projection screen will be needed for all Level II workshops. Please contact your trainer and discuss the room arrangement if you are not able to provide a room setup as described. As mentioned, the room arrangement is important to the success of this training, as the trainer wishes to model engaged, cooperative learning experiences throughout the training session.
**Room Arrangement for IPI Training**

When feasible, please arrange the room/seating as pictured in the following diagram. Based upon the available number of tables, the size of the tables, and number of participants, the workshop participants can be seated closer together if needed. Throughout the workshop, the Trainer will be walking around on the inside of the rectangle, thus the opening next to the Trainer’s table. For materials, the Trainer will need all of the table where he/she will be seated plus another table nearby. If this type of arrangement cannot be created, please contact the Trainer so he/she can adjust accordingly.

Thank you,
Jerry Valentine

(P=Participant)

<table>
<thead>
<tr>
<th>Room Layout for Level I IPI Workshop</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjust Size of Rectangle to Fit Number of Participants</td>
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</tbody>
</table>

![Diagram](image)

**Note:** This layout is primarily for a Level I Training. If you are hosting a Level II Training, the arrangement should be smaller (fewer participants) and should include a projection screen.