

Student Ownership Kit

A practical starting point for shared responsibility.

Project planning tools for high school teachers and club advisors, created by Niko Arranz.

The goal is for students to understand what matters, make decisions within clear boundaries, and show how their contributions move the work forward.

Try the approach with one project.

Start with a purpose.

Name the audience, the useful result, and the learning students should be able to show.

Make the decisions explicit.

Use the next page to agree on what students can choose and where an adult decision is needed.

Make contributions visible.

Use page 3 to organize responsibilities. Every student still contributes ideas and understands the whole project.

About this sample: These three pages introduce the approach and offer two pages to try. The full kit also includes a project brief, team agreement, milestones, help and recovery, definition of done, reflection, handoff, and two worked examples.

Which decisions belong to students?

Complete together before assigning tasks. Students need decisions that affect the work. Agree on where they can choose, test, and revise their approach.

Project / team _____

Decision	Who decides	How the choice is made
Purpose and required learning	Teacher or advisor, with student input	Explain the reason for each requirement.
Approach and format	Students, within agreed boundaries	Compare choices using the project purpose.
Team responsibilities	Students, with support as needed	Make the workload visible and review it.
Changes to required conditions	Teacher or advisor	Explain the proposed change before acting.

Three decisions our team will own

For example: the design, sequence, research focus, prototype, or invitation.

How we will make a decision when we disagree

Compare evidence, test two ideas, or use an agreed vote after everyone speaks.

A decision to revisit at the next checkpoint

What evidence could cause us to change our approach?

Organize the work. Share the thinking.

Roles organize responsibilities. Every student still contributes ideas, produces evidence, and understands the whole project. Combine or share roles to fit your team.

Responsibility	What the person does
Coordination	Keeps the plan visible and makes sure the team agrees on the next step.
Evidence and quality	Checks information, tests the work, and records what needs revision.
Materials and production	Organizes shared files or materials and supports construction of the product.
Communication and participation	Invites each person into the discussion and prepares clear explanations.

Plan the rotation

Rotate at a natural milestone. Transfer notes or files before changing roles. Adjust responsibilities so each person can participate meaningfully.

Team member	First responsibility	Next responsibility	Change at

My contribution and why it helped

Name the completed work and where the team can find it.