GUIDELINES FOR WRITING A CURRICULUM UNIT

The Delaware Teachers Institute attaches great importance to the process for writing curriculum units, which includes a prospectus and two drafts before submission of a completed unit. These steps for writing a unit provide the opportunity to develop ideas with regard to the comments of Seminar Leaders and other school teachers, who are the main audience for whom units are written. Because of the importance of the writing process, it is imperative that Fellows meet all deadlines. Units which have not been prepared in accordance with this process cannot be accepted. Each draft and completed unit should be submitted in both printed and electronic forms to Seminar Leaders and Seminar Coordinators by the dates indicated below. Individual assistance with questions about these guidelines is available by making an appointment with the Coordinator of your seminar.

The first draft of your curriculum unit is due on November 12. This is your first draft of the prose statement of the unit’s objectives and strategies. It is submitted in printed and electronic form to the Seminar Leader and to the Seminar Coordinator. Whether developed as a unified essay or as separate sections, this draft should consist of paragraphs of sustained narrative, exposition, or argument. Remember that this is a draft of at least two thirds of the final unit: you should therefore aim to approximate 10-15 single spaced pages in length, even though your Seminar Leader may suggest that the draft be double spaced for his or her convenience in revising and editing. The Seminar Leader will provide written comments on this draft by the week of December 3, during which you will meet with him/her, or by December 10 at the latest.

The second draft and unit synopsis are due to the Seminar Leader by January 6, 2012. This draft includes a rewriting of the objectives and strategies of your unit, based upon the comments of your Seminar Leader and other teachers, and a first writing of the examples of classroom activities and the annotated lists of resources. At this point you should prepare the entire unit in a form as close as possible to that of the completed unit—15-25 single-spaced pages, with full Chicago style citation of bibliographical data for items in notes or bibliographies, and full annotations for the bibliographies. Additionally, the Learning Focused-style map should be submitted with this draft as well. This will be the last occasion for editorial comments on form and accuracy in such matters. You also should present the Seminar Leader a draft of the 200-word synopsis of your unit that will appear in the Guide to all units to inform other teachers who may wish to use the material you develop. The drafts will be returned with the Seminar Leader’s comments by January 21, 2013.
The completed unit is due January 31, 2013. This is the third refinement of the prose section of the unit and the final version of the entire unit. Fellows should consult the Mechanical Specifications for the appearance of the completed unit, including any illustrations, images, graphs, or tables; special characters or formulas; or use of copyrighted material.

**The Elements of a Curriculum Unit**

After reading widely about your chosen topic and participating regularly in your seminar, you should complete a curriculum unit consisting of:

1. **content objectives** - a clear statement of the subject matter the unit seeks to cover including, where appropriate, essential background ideas;
2. **teaching strategies** - a unified, coherent teaching plan for those objectives;
3. **classroom activities** - three or more detailed examples of actual teaching methods or lesson plans;
4. **resources** - three annotated lists of materials you have reviewed: a bibliography for teachers, reading list for students, and a list of materials for classroom use. You should explain in the prose section of the unit how these resources relate to your objectives;
5. **appendix** – no more than one page on implementing district standards.
6. Learning Focused template

You may present the first three elements in a unified essay or in separate sections. Whatever organization you devise, the discussion of objectives and strategies must consist of paragraphs of sustained narrative, exposition, or argument. This discussion must constitute at least two thirds of your completed unit that is, at least 10 single-spaced pages, not counting any images you may include. Outlines, lists, and worksheets, when included, belong in the section devoted to classroom activities. In selecting examples of classroom activities, you should present methods you have developed, rather than those gleaned from other sources. Considered together, the units prepared in your seminar should reflect a variety of methods.

You should add an appendix of no more than one page in which you briefly annotate and not merely list those school district academic standards that your unit would implement in a significant way. Please title this appendix “Implementing District Standards.”

Remember that the main audience for your unit is other teachers. The presentation of work-in-progress in Initiative seminars will provide you with responses from one group of teachers’ ideas you can use in revising your unit to make it as widely useful as possible.

**Use of Copyrighted Materials**

If you want to include in your curriculum unit excerpts (i.e. passages exceeding a few lines) from copyrighted material, you should first obtain permission from the copyright owner. If use of such material is not granted free of charge, you must also obtain advance approval from the Initiative for paying any fees that you are not prepared to pay. Copyrighted material must be properly credited in an
end note. The Initiative cannot accept units which contain copyrighted material for which you have not obtained prior authorization. Because of the delays you may encounter in obtaining permission from copyright owners, you should seek such permission well in advance of completing your unit. We suggest you write for such permissions while preparing your first draft. For further information, please consult the detailed instructions and forms provided for obtaining copyright permissions.

**Submitting the Completed Unit and Cover Sheet**

Final units must be formatted as described in the Mechanical Specifications and submitted by January 31, 2013. You should submit the electronic version of the unit and the synopsis as separate e-mail attachments to your seminar leader, with a copy to rtheila@udel.edu. Save the entire unit as one file and the synopsis as a separate file. Name the files, including your first initial and surname, in a manner that will make it easy to distinguish them, i.e. “jsmith-unit” and “jsmith-synopsis.”

When submitting the final unit and synopsis electronically, you should submit the coversheet in printed form to your seminar leader. To the coversheet attach the synopsis of the unit. The coversheet also contains your recommendation of subject(s) and grade level(s) at which others might teach the unit. The synopsis and recommendations will appear in the Guide to Curriculum Units on the DTI and Yale National websites. After receiving and reviewing the coversheet, the Seminar Leader will forward it to the Director, indicating whether each Fellow has participated fully in the seminar and the writing process.

Your confidential written evaluation should be submitted directly to the Delaware Teachers Institute office by February 15. Upon successful completion of the seminar, the receipt of the final draft of the curriculum unit, the documents associated with the curriculum unit, and your evaluative questionnaire, Fellows who are in good standing will be paid a stipend of $1250 by electronic deposit through the University. Fellows will also be awarded a certificate of completion by the University of Delaware, suitable for DDOE-required professional development documentation. (Individuals who do not fulfill all Initiative requirements for full participation cease to be Fellows, receive no stipend, and must return their University of Delaware identification cards to the Institute Director.)