UNIT Writing Requirements & Deadlines

# 5 Required Elements of a TIP Curriculum Unit

1. **Unit content** − a clear statement of the subject matter the unit seeks to cover
2. **Teaching strategies** − a unified, coherent teaching plan for those objectives, including evaluative tools
3. **Classroom activities** − three or more detailed examples of actual teaching methods or lesson plans
4. **Resources** − Lists of source materials for the unit: works cited in the unit content section; an annotated list of classroom resources for teachers and students.
5. **Appendix** – a list of district, state and national academic standards covered in the unit, along with any supplemental materials used in the unit.

# Detailed Submission Schedule

* **Prospectus – Week 5 (1000-2000 words)**
* Gives an overview of content you will incorporate into your unit
* Explains how it will improve teaching, and the steps you will take to deliver content.
* Include a reading list that will be the source of the ideas for the unit
* Prospectus ideas will continually be modified as research progresses
* **1st Draft – Week 9 (at least 4000 Words)**
	+ Done in narrative form
	+ Elaborates on ideas from prospectus to develop unit content
	+ Includes a **unit content section** that shows fellow’s understanding of the subject and covers the information learned from the seminar leader and from the fellow’s research
	+ Includes a **teaching strategies section** that explains how the unit will convey the content to students. This section discusses the expected outcomes and how to accomplish those, and describes any evaluative tools and rubrics that will be used. It explains how content is tied to district, state, and national standards
	+ Expands the reading list into a **resources section** with citations in the style preferred by the seminar leader (e.g., APA, MLA, Chicago)
	+ Cites sources for any visual materials
* **2nd Draft – Week 13 (at least 7,500 Words)**
	+ Enlarges **unit content** and **teaching strategies** (5,000-10,00 words)
	+ Adds **classroom activities** **section** with at least 3 lesson plans. These should be usable for all SDP teachers. Fellow should write lesson plans in paragraphs rather than in tables. Lesson plans typically include:
		- Stated objectives
		- Materials needed
		- Timeline for completion of plans
		- Evaluative tools
		- References to the teaching strategies mentioned above
	+ Enlarges the **resources section** to encompass 2 parts:
		- **Works cited** – contains bibliography for the unit narrative
		- **Annotated bibliography** – additional sources (books, websites, etc.) to be used by teachers and students as part of classroom activities
	+ Adds an **appendix** that contains:
		- All district, state, and national standards with a brief explanation of how it covers each
		- All supplemental materials referenced in the lesson plans, such as worksheets, diagrams, charts or pictures.

**In the second draft, fellows should have cited all sources, and cited themselves for any self-created materials. They should begin obtaining copyright permission for any materials (other than short quotations) reproduced from other sources**

* **Final Draft – June 20th, 2024**
	+ Adds an **abstract** of 200 words or less to summarize unit content and goals
	+ Adds a list of **keywords** to be used as search terms for finding the unit online

**Fellows must complete any revisions required by the seminar leader and obtain approval from them before submitting their final draft.** The final draft is submitted using an online form. The form asks fellows to specify the standards covered (district, state, national). These may include the following: PA Core, PA Academic Standards, Next Generation Science Standards, Education for Sustainability Standards. After the unit is submitted, the seminar leader will check to see that it matches the one they approved.