

Checklist for Formatting and Submitting Curriculum Units

Margins and Font

- 1.5" at top of each page, and 1.25" at left, right and bottom
- 12 pt Times New Roman font

Spacing

- Double space between unit title and name
- 3 spaces between name and body of unit
- Single spacing in body text (for final unit)
- Double space before and after headings, and between paragraphs
- No paragraph indentation immediately after headings and unit title
- Indentation (5 spaces) for all other paragraphs

Headings

- Level 1 – Main sections: bold**
- Level 2 – Subsections: not bold
- Level 3 – Further subdivisions: italics*
- Headings flush with left margin

Notes and Block Quotations

- Endnotes, not footnotes
- Notes on separate page using¹ or (1) in text
- Block quotes indented 10 spaces

Other

- Unit length: **at least 15 pages**** (see note below)
- Copyright permissions

Final Unit includes:

- Completed Cover Sheet
- Introduction, Rationale, Demographics, Objectives
- Content Research**
- Instructional Implementation with detailed descriptions of teaching strategies, lessons/activities and assessment plans**
- Appendix 1: Implementing Teaching Standards – no more than one page briefly annotating (not simply listing) the academic standards your unit implements in a significant way.
- Additional appendices as needed: lists, worksheets, rubrics, etc. (numbered sequentially and labeled)
- Resources – 3 annotated lists (*See sample annotated resource above right for an example.*)
 - 1. List of Materials for Classroom Use
 - 2. Resources for Students
 - 3. Resources for Teachers
- Bibliography
- Submit via email or e-folder as directed by your Seminar Leader
 - If emailed, include "CU" and your name in the subject line of the email, and attach your Final Unit (15 page minimum PLUS your cover page)
 - labeled: JSmith_unit_11-21-16
 - Include your formatted Cover Sheet as the first page of your unit (including keywords, link to teaching standards, synopsis, and statements RE: teaching plan and permission to publish)

Sample Annotated Resource:

Schwartzman, Myron. *Romare Bearden, Celebrating the Victory*. New York: Grolier Publishing, 1999.

This very easy to read book is a concise history on the life and art of Romare Bearden. The author was a personal friend of Bearden's and he uses a conversational tone in the text. Color plates and Bearden drawings are included.

****NOTE: Content Research, Teaching Strategies, and Lessons/Activities/Assessment Plans must constitute at least 2/3 of your CU. These three sections should be at least 10 single-spaced pages not including images and worksheets. The Cover Sheet, Appendices, Resource and Bibliography pages are in addition to the 10 page minimum that constitutes the main body of your unit.**