

Checklist for Formatting and Submitting Curriculum Units

Margins and Font

- ☐ 1.5" at top
- ☐ 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
- ☐ Double space 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
- ☐ No page numbers

Final Unit includes:

- ☐ Content Objectives**
- ☐ Teaching Strategies**
- ☐ Classroom Activities** (provide outlines, lists & worksheets here or as labeled appendices)
- ☐ Resources – 3 Annotated Lists (*See Sample Annotated Resource above right for an example.*)
 - o 1. Bibliography for Teachers
 - o 2. Reading List for Students
 - o 3. List of Materials for Classroom Use
- ☐ Appendix for "Implementing Common Core Standards" – no more than one page in which you briefly annotate - and not merely list - those academic standards your unit implements in a significant way. Please title this appendix *Implementing Common Core Standards*.
- ☐ Email **TWO (2)** final documents to your Seminar Leader
 - ☐ Copy scott.gartlan@uncc.edu and rmara@uncc.edu on your email
 - ☐ Include "CU" and Your Name in the Subject line of your email
 - ☐ 1. Final Unit (minimum of 15 pages), labeled: Jjones_unit_11-25-13
Attach newly reformatted cover sheet to beginning of your unit, including keywords and synopsis on cover sheet (Indexing form not required): labeled: Jjones_final unit_11-25-13
 - ☐ 2. Appendix ("Implementing Common Core Standards"): Jjones_appendix_11-25-13

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. Schwartzman was a personal friend of Bearden's and the conversational tone is evident in the text. Color plates and several Bearden drawings are included.

****NOTE: The Content Objectives, Teaching Strategies and Classroom Activities sections must constitute at least 2/3 of your unit – and should be at least 10 single-spaced pages not including images and worksheets. The Resources and Appendix pages are in addition to the 10 page minimum constituting the body of your unit.**