

## Checklist for Formatting/Submitting Final 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 using<sup>1</sup> 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.*)
  - ☐ 1. Bibliography for Teachers
  - ☐ 2. Reading List for Students
  - ☐ 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 four (4) final documents to your Seminar Leader
  - ☐ Copy [scott.gartlan@uncc.edu](mailto:scott.gartlan@uncc.edu) and [rmara@uncc.edu](mailto:rmara@uncc.edu) on your email
  - ☐ Include "CU" and Your Name in the Subject line of your email
    - ☐ 1. Cover Sheet including Synopsis/Abstract, labeled: Jjones\_coversheet\_11-25-13
    - ☐ 2. Indexing Form, labeled: Jjones\_index\_11-25-13
    - ☐ 3. Final Unit (**minimum of 15 pages**), labeled: Jjones\_unit\_11-25-13
    - ☐ 4. 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.