

Standardized Process and Format for Proposals

A standardized process and format will help everyone attain professional quality prior to sharing this information on the web with a wider community of teachers. Your proposal reflects not only your work, but the work of your colleagues in this program.

Process:

Drafts are to be submitted as follows:

1. One copy to your Teacher Support Leader at least one week before the teacher support meeting (MS Word Format or hard copy).
2. One copy to your Curriculum Support Leader on or before the teacher support meeting (MS Word Format or hard copy).
3. One copy of Support Team Leader Feedback Form (signed by participant) to your Support Team Leader at the teacher support meeting (see page 3).
4. One printed copy to each member of your support group at teacher support meeting (include Peer Comments Form with each copy – see page 4).

Support Group Meeting: Proposal Review and Discussion

Time will be set aside in order for ALL team members to review each proposal individually; checking for clarity of content, consistent format, spelling and grammatical errors.

- § Every member will make written comments on each submitted proposal by completing and signing the Peer Comments Form attached to each draft by the author (see page 4).
- § At the end of the meeting, the completed Peer Comments forms will be returned to the author of the proposal.

Teacher Support and Curriculum Support leaders will review each proposal and:

- § Complete and sign the Support Team Leader Feedback Form (see page 3)
- § Return completed Support Team Leader Feedback Form to the Grant Director at the end of each meeting.

The remainder of the meeting is an engaged oral discussion on the project proposals and related business.

Final Drafts:

The final draft is to be submitted in hard copy, along with an electronic version in Microsoft Word, to Mary Giordano.

The electronic copy will then be converted to a PDF document and posted on the web as a representation of your work, your school, and the grant itself.

The final stipend and grade will not be issued until all work, including the final project, is completed, approved, and the project submitted in Microsoft Word suitable to be posted to the web.

Format for Proposals

HIS-6710

Date:

Title: (A meaningful title helps visitors to the web site choose which projects to review, so please make sure the title speaks to the content of your work)

First, Second (etc.) or Final proposal (So that we all have a record of the progress)

Proposal Abstract: (One or two paragraphs)

Grade Level:

Seminar impact: (How the seminar thus far has affected your project proposal, one or two paragraphs)

Central Questions: (Four or five questions, bullet form)

Challenge Questions: (Questions for an advanced group)

Lesson Length: (How many class periods, length of class period, what will be going on, bullet form).

Key ideas: (Three or four ideas, bullet form)

Intended Learning Outcomes: (Four or five outcomes bulleted)

National History Standards (Bullet and indicate the specific standard by number and write out standard)

Preparation for teaching: (What is needed for the students to be prepared, what materials do you need to run off, what plans, for example, are you having the students have a debate?)

Primary Sources listed and briefly evaluated:

Secondary Sources listed and briefly evaluated:

Activities: (What will the students be doing in preparation and class work. Be sure to have an introduction, the teaching moments, and closure)

Assessment: (What rubrics will you be implementing—essays, testing, and other? What actual documents are you using?)

Accommodations: (What special considerations might be used to help special learners, for example, the visually impaired?)

Support Team Leader Feedback Form

Participants: Submit one signed copy of this form with your proposal to your Support Team Leader at each support team meeting.

Leaders: Complete and sign this form, then return it to the Grant Director at the end of each support team meeting.

Teacher-Participant Name (print): _____

Teacher-Participant Signature: _____

Teacher Support Leader Signature: _____

Curriculum Support Leader Signature: _____

Proposal Number: _____ (check one) **Draft** **Final Project**

Date: _____

Brief Comments by Teacher Support Leader:

Brief Comments by Curriculum Support Leader:

Peer Comments Form:

Authors: Include one copy of this form with each proposal given to your team for review. Be sure to include your name, proposal number and indicate draft or final project.

Reviewers: Sign and complete this form, then return it to the project author at the end of the support group meeting.

Author Name (print): _____

Peer Reviewer Name (print): _____

Peer Reviewer Signature: _____

Proposal Number: _____ (check one) **Draft** **Final Project**

Date: _____

Comments:
