

## Instructional Plan FAQ's

**Question:** The lesson plan is over material already taught by student teachers. How do I write that and get samples of student work?

**Answer:** Even though a student teacher has taught the material, write an Instructional Plan covering this time period that you can/will use during another school year. Since the content focus is early in your year, turn student work and assessments in next year for this year's Instructional Plan focus.

**Question:** Do the students have to use 2 primary sources or do I?

**Answer:** Both you and the students should use at least two primary sources. These include documents and images. As part of the lesson activities, students should have opportunities to work with primary sources and interpret their meaning.

**Question:** What is the timeline focus for the Instructional Plan?

**Answer:** Here is the Project Topics Timeline so you can see the focus of each year.

Year One (1770-1850)

Year Two (1850-1893)

Year Three (1890-Present)

**Question:** I have already taught the content in which we need to focus this year's Instructional Plan. How do I get samples and do a reflection?

**Answer:** Do the best you can. Use this opportunity to create a lesson that you can teach next year. If you have an opportunity to share what you are creating with some or all of your students, provide preliminary student work and assessment material. Next year when you teach your Instructional Plan, gather student work and assessment data for BON staff.

**Question:** I will need most everything from my Notebook in order to teach my lesson next fall. Will it be returned to me in time?

**Answer:** We cannot guarantee that it will be returned in time for you to use it in the fall. Please be sure to make a photocopy of everything in your notebook before you turn it in. (Also a good idea so there is a backup.)

**Question:** What if I have an emergency and miss the due date?

**Answer:** **The DROP DEAD DUE DATE IS JUNE 30 of each year!** Please observe this due date, however, there are emergency situations that do arise and they will be handled on a case-by-case basis through a management team review.

**Question:** Instructional Plans/Notebooks are due at the end of June. When will we be paid for the work?

**Answer:** Instructional Plans will be reviewed for their completeness upon receipt. If there are major components missing from your Instructional Plan, you will be notified and we will request a revision. We are hesitant to break each component into a \$\$ value and weight of importance, and we understand that many will be missing the student work/assessment component. Please understand that we included in our accepted grant proposal that we would be making these requirements of the program and we ask that you help us honor that. With that in mind, we will pay you for your Instructional Plan (in full) with the expectation that you will turn in the remaining components once they are completed. If your Instructional Plan is complete—polished and in publishable form—then we will send you your honoraria check no later than 30 days after the due date.

**Question:** Does my finished notebook and instructional plan have to be in digital form?

**Answer:** If you have the ability to convert the materials in your notebook to a digital format (i.e. when you photocopy your back up copy, you can also request a scanned PDF), then it would be greatly appreciated. However, if you cannot produce a fully digital (meaning the instructional plan and the notebook contents), then turn in your neatly organized notebook and Danice will digitize it.