



C·R·E·A·T·E for Mississippi: Lesson Plan Format

[Please note that all items are left justified. Only if there is a secondary list under a main bulleted item will you indent any line. Also, when using word-processing software, you do not double space after periods or colons.]

Lesson Title: Put title here. [Note: Only the lesson-plan headings are in bold, not the information you add.]

Please note the double spaces between each section of the lesson plan and between each numbered or bulleted item.

Subject Area: Put subject here.

Grade Level(s): Put grade level here.

Duration of Activity: Put duration of the lesson here [e.g., Three to four, 50-minute class periods].

Description of Activity:

Double space and begin description on this line. This is usually a longer paragraph.

Objectives:

- Bullet [If you write your objectives as complete sentences, be sure to add a period at the end. The number of bulleted items will vary with each lesson plan.]
- Bullet
- Bullet

Materials/Equipment:

- Bullet [The number of bulleted items will vary with each lesson plan.]
- Bullet
- Bullet

- Handout 1: Name of Handout [Every handout should be listed in this section and in this manner. If you provide a rubric, for example, it will be formatted as a separate handout. Number the handouts in the order in which they appear in the lesson.]
- Handout 2: Name of Handout

Prerequisites (skills or background needed):

- Bullet [The number of bulleted items will vary with each lesson plan.]
- Bullet
- Bullet

Procedure [Note: There is no colon after “Procedure.”]

Teacher Component: [If all of your statements begin with, “The teacher will . . .” put these words on the same line as the heading and do not use another colon. Each line in the numbered list will begin with lower-case letters because they end the statement, “The teacher will . . .”]

1. complete statement. [These items end with a period.]
2. complete statement.
3. complete statement.

Student Activities: [Follow the same procedure as in the Teacher Component.]

1. complete statement. [These items end with a period.]
2. complete statement.
3. complete statement.

Accommodations (Special Needs):

- Bullet
- Bullet

- Bullet

Extension Activities: [Note: Do not put in a page break or extra spaces if a heading ends up as a separate line at the bottom of a page.]

- Bullet
- Bullet
- Bullet

Integration:

- Bullet
- Bullet
- Bullet

Assessments: [The following are examples of the types of assessments you might have and how they would be formatted.]

1. Teacher observation
2. Online quiz located at Online Quiz / <http://onlinequiz.com/quiz2.asp>
3. Handout 3: Rubric for Assessment of PowerPoint Presentation on Automobiles

URLs:

- Bulleted list begins here—put name of Web site on one line and the URL on another; double space between sites but not between the site name and the URL.
- Example one URL
<http://whatever.the.Web.address.is.html>
- Example two URL
<http://whatever.the.Web.address.is.html>



Curriculum Frameworks

Mississippi:

Number and text for each item; double space between each [We suggest that you copy and paste these to a file on your desktop. You can then copy and paste the appropriate sections to the lessons as you create them. PLEASE NOTE that you should highlight the text and convert it to Times New Roman, size 12 font in order to be consistent with the rest of the lesson plan formatting.]

NETS Performance Indicators for Grade Level [Grade level here] / NETS Standard(s):

Performance Indicator(s) followed by standard number in parentheses; double space between items [We suggest that you copy and paste these to a file on your desktop. You can then copy and paste the appropriate sections to the lessons as you create them. PLEASE NOTE that you should highlight the text and convert it to Times New Roman, size 12 font in order to be consistent with the rest of the lesson plan formatting.]

TerraNova:

Number and text for each item; double space between each [We have not found the text of the TerraNova [one word] standards on line. You will need to type the text the first time, and you can then copy and paste it for succeeding lessons. Use Times New Roman, size 12 font.]

Link and Feedback to Author(s):

Name of Teacher, Name of School, Name of Town, MS
e-mail address

[If more than one teacher works on the lesson, list them all in the same manner in alphabetical order by their last names.]