

**Summer Curriculum Writing
Benchmarks 2011**

1. All participants who have not written curriculum or not written curriculum recently the curriculum writing projects for the summer of 2010 **must** schedule a meeting with either the Director of C & I or one of the Supervisors of C & I prior to writing. Articulation days are to be scheduled by the Curriculum Office to meet with colleagues and supervisors to develop Scope and Sequence.
 - a. **Articulation days are between June 22 and 24, 2011**
 - i. Scope and sequence outlined
 1. pacing and assessments filled in
 - ii. UBD topics, if any, assigned
2. After articulation meetings, writers work independently or in groups/partners to complete Scope & Sequence and/or UBDs.
 - a. All curriculum writing information and templates are available at the Curriculum & Instruction page on the District's web site
3. Track your hours using a voucher. Log both articulation time and time spent on developing scope and sequences or UBDs.
 - a. Make sure you are aware of the approved hours for the project.
 - b. Under NO circumstances may anyone EXCEED the allocated hours for this project
4. All work must be submitted electronically (i.e. worksheets, support materials, reference page) to the appropriate supervisors.
 - a. Your assigned supervisor will be available, through email correspondence, to provide directions/clarification throughout the duration of the project.
 - b. Email can express:
 - i. Progress or reasons for limited progress
 - ii. Questions or concerns about process and content
 - iii. Informal statement of hours completed
 - iv. Any other pertinent information
 - c. Periodic submission of progress is expected on or before the following dates:
 - i. **July 8, 2011**
 - ii. **July 29, 2011**
 - iii. **August 12, 2011 (complete and final S&S)**
 - d. Completed curriculum is reviewed by your Supervisor using the rubric and checklist. Please familiarize yourself with these documents **before you begin** writing.
 - e. Checklist is returned to writers electronically with comments.
5. After acceptance of completed work, time vouchers are to be submitted to your supervisor.
 - a. All vouchers MUST include **your signature** and **the Director's signature (not an electronic version)**.
 - b. Payment is received only after all work is completed, submitted, and accepted
 - c. Payment Vouchers received after September 3rd may be subject to processing delays.