

Summer Curriculum Writing
Benchmarks 2008

1. All participants in the curriculum writing projects for the Summer of 2008 must attend a curriculum writing overview work session on June 16. (Some exceptions will be granted. See your curriculum supervisor for clarification.)
2. 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 18 and 24
 - i. Scope and sequence outlined
 1. pacing and assessments filled in
 - ii. UBD topics, if any, assigned
3. 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 in the Curriculum Corner on the District's web site
4. Track your hours using a voucher. Log both articulation time and time spent on developing UBDs.
 - a. Under NO circumstances may anyone EXCEED the allocated hours for this project
5. All work must be submitted electronically (i.e. worksheets, support materials, reference page) to the appropriate supervisors.
 - a. Supervisors 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 the following dates:
 - i. July 16, 2008
 - ii. August 6, 2008
 - iii. August 20, 2008 (complete and final S&S and/or UBD)
 - d. Completed curriculum is reviewed by your Supervisor using the rubric and checklist.
 - e. Checklist is returned to writers electronically with comments.
6. After acceptance of completed work, time vouchers are to be submitted to your Supervisor.
 - a. All vouchers MUST include a **signature** (not an electronic version).
 - b. Supervisors verify times and send to Curriculum Office
 - c. Payment is received only after all work is completed, submitted, and accepted
 - i. Payment Vouchers received after September 3rd may be subject to processing delays