

# Guidelines

*We encourage you to develop and submit proposals for lesson plans, but please contact us first to see if your proposal is suitable or if a similar one has already been sent to us. Queries in advance of submission may be emailed to [education@aia.bu.edu](mailto:education@aia.bu.edu). All proposals should include the following information. Starred items are required.*

**Title/Author\*** (cite author's school or affiliation, if desired)

**Acknowledgments** (as appropriate)

**Overview\*** (Explain the lesson or project briefly in one paragraph)

**Grade Levels\*** (If possible, suggest ways to make the project relevant to other grades or to expand or narrow the project's scope)

**Goals\***

**Materials and Preparation\*** (teacher)

**Class Time\*** (students)

**What Is the Evidence?** (If relevant, clarify our sources of information for this topic)

**Procedures\*** (full description for the teacher of what to do)

**Pitfalls** (what to watch out for)

**Assessment** (If relevant, include a grading rubric)

**Summing Up** (If needed, explain to the teacher how to pull together the lesson or project)

**Following Up** (Provide ideas for activities to follow the lesson or project)

**Resources\*** (also cite all sources for artwork included as part of the lesson or project)

**Student Handouts**

**Contact Information\*** (Name, address, email, and phone number)

If the lesson plan is long and has multiple components or handouts, we also recommend a separate 1–2 page overview called **Everything You Need to Know in Brief**.

Please send to the AIA via email ([education@aia.bu.edu](mailto:education@aia.bu.edu)), fax (617-353-6550), or mail (Education and Outreach Department, AIA, 656 Beacon St., Boston MA, 02215).