

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. 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), fax (617-353-6550), or mail (Education and Outreach Department, AIA, 656 Beacon St., Boston MA, 02215).