

Elementary Unit Guide

1. Final product must be in a typed Word document format.
2. Use 12-point font on computer.
3. Length: the unit must be at least 18 pages
4. Each section is set up as:

- ✓ Page 1/ Title Page
- ✓ Page 2/ Introduction
- ✓ Page 3/ Lesson Plan Table per Month
- ✓ Page 4/ Attendance List per Week
- ✓ Page 5-8/ Samples for each activity
- ✓ Page 9-12/ Group Reflections per Week
- ✓ Page 13-16/ Individual Reflections per Week
- ✓ Page 17/ Assessments per Month
- ✓ Page 18/ Conclusion

5. Use a white ring binder for both sections.

6. Due Dates:

October Theme - Mission:

- ✓ First week of the month page 3 ready & e-mail it to the teacher before midnight (on Monday).
- ✓ Weekly group and individual reflections ready & e-mail it to the teacher before midnight (on Monday).
- ✓ Last week of the month complete section should be completed and hand in before 3:00 pm (on Monday).

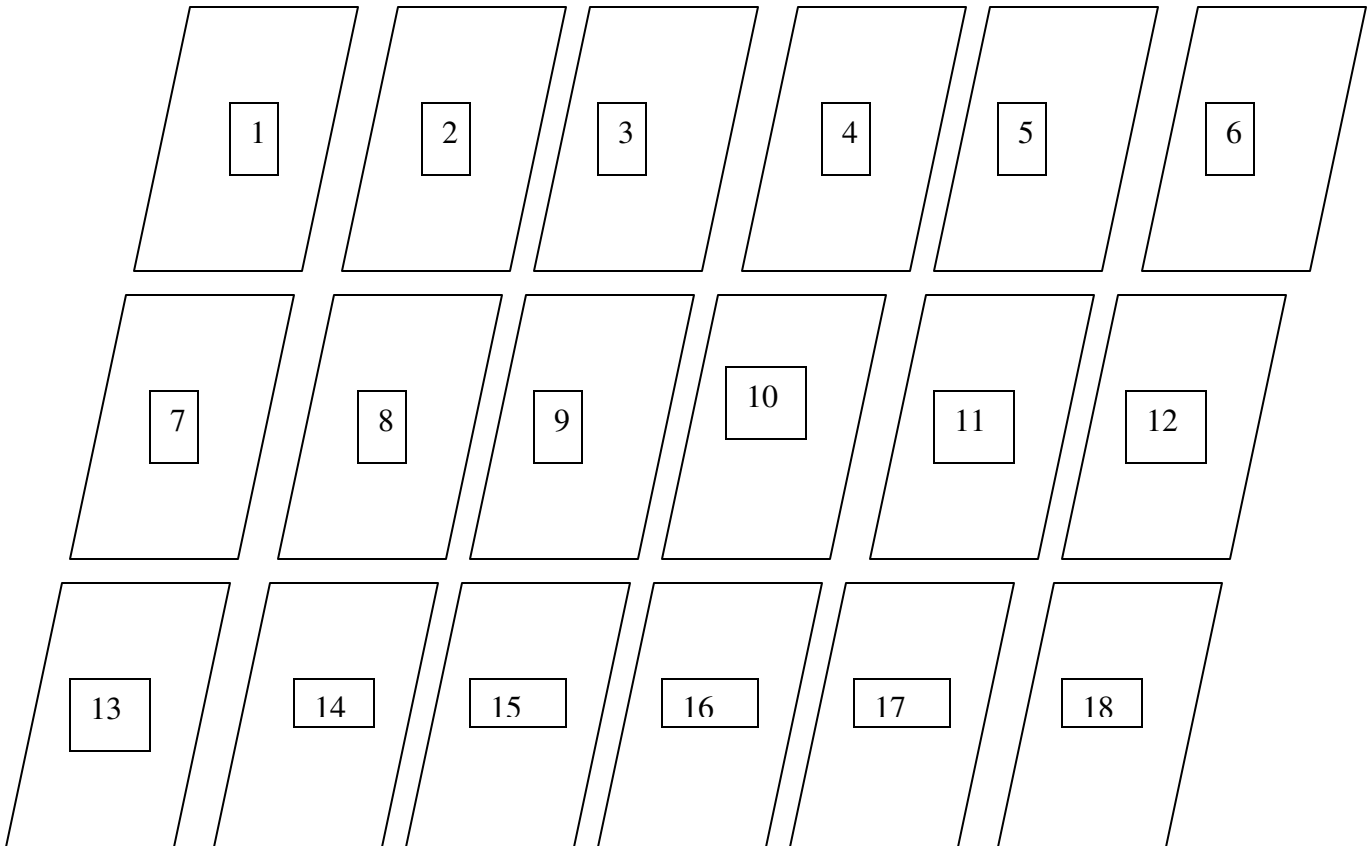
November Theme - Gratitude:

- ✓ First week of the month page 3 ready & e-mail it to the teacher before midnight (Include script, music, and teams by Monday).

- ✓ Second week of the month rehearsal Thanksgiving Play
- ✓ Weekly group and individual reflections ready & e-mail it to the teacher before midnight (on Monday).
- ✓ Third week of the month Thanksgiving Feast and Play
- ✓ Last week of the month complete section should be completed and hand in before 3:00 pm (on Monday).

Appendix A

Follow the same layout for both units (Kinder, First Grade).



- ✓ Page 1/ Title Page
- ✓ Page 2/ Introduction
- ✓ Page 3/ Lesson Plan Table per Month
- ✓ Page 4/ Attendance List per Week
- ✓ Page 5-8/ Samples for each activity
- ✓ Page 9-12/ Group Reflections per Week
- ✓ Page 13-16/ Individual Reflections per Week
- ✓ Page 17/ Assessments per Month
- ✓ Page 18/ Conclusion

Appendix B

	1 st Wk	2 nd Wk	3 rd Wk	4 th Wk	Comments
Lesson on:					
Objective:					
Methodology:					
Materials:					
Activity:					
Assessment:					
SLE					

Appendix C

Rubric

LCS

Elementary Unit



Name: _____

Teacher: Mrs. Leon

Date : _____

Title of Work: _____

	Criteria				Points
	1	2	3	4	
Layout	Organization and structure are hard to follow	Organization and structure are vaguely defined	Organization and structure are somehow defined	Organization and structure are well defined	___
Creativity	Minimal combined colors and textures to complete project	To some extent combined colors and textures to complete project	Properly combined colors and textures to complete project	Beyond expectations combined colors and textures to complete project	___
Completeness	Lacks to communicate efforts and displays incomplete final product	Barely communicated efforts and displays incomplete final product	Almost communicated efforts and displays final product	Totally communicated efforts and displays clearly final product	___
Demonstrates knowledge	Lacks needed knowledge based on topic	Minimal needed knowledge based on topic	Some needed knowledge based on topic	Acquired needed knowledge based on topic	___
Reflections	Three or more reflections are missing	Two reflections are missing	Three or more reflections are missing	Reflections are complete a well written	
				Total---->	___

Teacher Comments: