

Attachment I: Guide for Submission of Study Guide/Lesson Plan Material

Note: The material below is offered as a guide for the formatting of information to be submitted. Its purpose is to provide a common style for all submissions, and to minimize editing to achieve that objective.

Name(s) of authors, any titles

Telephone number where we can contact you (will not be included on website)

email address where we can contact you (will not be included on website)

Where you are teaching or Retired.

Years Experience

Topic (brief title)

Intended Audience(s) (e.g., Middle/Jr High School; High School; Early College, Research Project, Book Group, Civic Organization)

Precis (4-5 lines. This is what will be listed on the Website Study Guide page. The material you submit will be seen in a link from the precis.)

Suggested Duration: Is the material suitable for a single class, for “x” classes, for a semester?

The Lesson Plan

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Example:

First & Last Names, Professor of History at North Community College, North Community, Minnesota

Telephone: 999-999-9000 (office) 111-111-1010 (cell)

myemail@northcc.edu

Currently teaching Freshman History – 6 years. Previously High School AP History 15 years.

Topic: What is the necessary role of a Citizen in a Democracy

Precis:

After an initial review of examples of democratic states throughout history, the class works together to define and agree on usually the five most important obligations of a citizen. (Focus is initially on the United States.) They find and present examples of occasions of both success and failure with each of the obligations. At a higher level of study, the students enhance their

work with readings from recommended texts. Additional work may involve researching the characteristics of other modern democracies. They summarize their findings via both written and oral reports.

Duration: 2 – 4 weeks

.. Lesson Plan ..

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Formatting the Lesson Plan:

If you present material for the Lesson Plan in outline form, please follow the convention of I., A., 1., a., i., (a)

Please provide a reading list for the subject. Feel free to annotate the list.

Font: Use Calibri 12 point for standard text. Use larger fonts, bold, italics and underline as appropriate to the material.

Use the default tab stops of .5"

Submit material as a Word document to facilitate editing, if necessary, to conform the format to a standard. If we have changes other than formatting to suggest, we will contact you for approval. The material will be presented on the website in PDF format.

The following is offered as an example of a detailed Lesson Plan at the college-level. A more abbreviated format is also acceptable:

Statement of Objective / Topic Statement

I. Presentation (lesson) Plans

- A. Introduction to Presentation
- B. Learning Objectives
- C. Film Clips, Reading Citations (to be completed before or during Presentation)
- D. Methodology for discussion
- E. Focus Questions
- F. Collaborative Learning Strategies
- G. Assessment Plan
- H. Resources beyond video, book
- I. Adaptations for high school audiences

II. Snapshot Activities (prepare blog, outline video, compare now/then, debate, etc.)

- III. Data Base (further readings, videos, timeline, contact organizations, etc.)
- IV. Viewers and readers guide to video/book sections discussing Topic

