

Unit Title: _____

Date: _____

Developed by: _____

Guidelines for Developing an Instructional Unit

I. Unit Number and Title	Y/N	Comments
1. Is the title engaging, informative, and concise?		
II. Purpose	Y/N	Comments
2. Is the purpose statement clear and concise?		
3. Does the purpose statement identify the knowledge and skills taught?		
III. Time Frame	Y/N	Comments
4. Does the time frame state the number and length of class periods needed to complete the instructional unit?		
IV. Overview	Y/N	Comments
5. Is the overview clear and concise?		
6. Does the overview identify and describe the primary focus of the unit (i.e., what students will know and be able to do at the unit's conclusion)?		
7. Does the overview summarize how the unit's knowledge and skills will be taught?		
8. Does the overview identify the unit's primary or distinctive techniques (e.g., math manipulatives, using literature in science) and do the techniques conform to the principles of Universal Design (i.e., are they designed for easy and equitable use by all teachers and students)?		
V. Guiding Principles	Y/N	Comments
9. Are the guiding principles relevant to the topic or focus of the unit?		
10. Will the principles encourage discussion, reflection, or further learning among teachers?		
VI. Prerequisites	Y/N	Comments
11. Are the expectations reasonable with respect to the knowledge and skills that students need to have learned or been introduced to before engaging in this unit?		
VII. Selected Course Objectives	Y/N	Comments
12. Do the objectives correspond to the knowledge and skills summarized in the purpose and overview?		
13. Do the skills and concepts relate to larger themes in the course; the curriculum; the lives of students?		