

Core Knowledge[®] Administrative Unit/Thursday Presentation Format Description

TITLE

Special Area: Administration

Grade level(s) served:

Written by: (Name, School)

I. ABSTRACT

(Provide a concise summary (100 words or less) of your presentation on a Core Knowledge Implementation issue. Describe the focus of your presentation and the Core Knowledge content that may apply to it.)

II. OVERVIEW

A. Content from the *Core Knowledge Sequence*: List the content from the *Core Knowledge Sequence* (List specific topics from the Sequence that are covered in your presentation, if applicable. Be sure to cite the page number from the 1999 *Core Knowledge Sequence*.)

1.

B. Administrative Issues to be addressed: List the “Administrative Issues” to be addressed (such as: Starting Core Knowledge, Sustaining Core Knowledge, Monitoring Progress: Assessment & Evaluation, hints for Observing: Finding evidence of Core Knowledge, Designing Common Planning Time, Maximizing Parent & Community Resources, Core Knowledge Recruitment, Marketing Your School)

1.

III. RESOURCES (Provide a list of key resources that you recommend as reading for administrators or teachers.)

A.

IV. PRESENTATION OUTLINE

Outline what you plan to discuss during your presentation

V. HANDOUTS/WORKSHEETS (Please include copies of all handouts that illustrate the key point of your presentation.)

IMPORTANT: *copyrighted material should only be cited by source in the lessons, not photocopied and included as an appendix.*

VI. BIBLIOGRAPHY (All books and materials used in writing this presentation should be cited in the bibliography. Provide complete bibliographic information when available, addresses, ISBN numbers and telephone numbers i.e., Hirsch, Jr. E. D. *What Your First Grader Needs to Know*. New York: Dell Publishing, 1991, ISBN 0-385-31026-9.) See the “Style Guide for Citing References in Core Knowledge Units” included in your information packet.

A.