

Self-Evaluation Checklist for K–8 Units

Title: _____

(Note: Y = Yes, N = No)

CRITERION	Y	N	Notes
Title of unit/presentation is clearly stated.			
Target audience (grade-level, subject-area) is clearly stated.			
Names of writers and their schools are clearly stated.			
Contact Presenter is selected. (The contact presenter is the unit writer that will submit the unit to Core Knowledge and will receive the discounted registration.)			
Length of Unit is listed with the number of lessons and approximate number of minutes needed to teach each lesson.			
I. ABSTRACT is a concise summary of seventy-five words or less.			
II. OVERVIEW matches concepts, content, and skills <i>in each lesson</i> .			
A. Concept Objectives are broad descriptions of the “big picture” or major theme governing the unit.			
B. Content from the <i>Core Knowledge Sequence</i> is listed exactly as it appears in the <i>Sequence</i> with the page numbers listed.			
C. Skill Objectives are specific objectives and match the skills listed in each lesson.			
III. BACKGROUND KNOWLEDGE is included.			
A. For Teachers — up to three resources listed			
B. For Students — lists topics from previous units or grade levels			
IV. RESOURCES — Lists resources needed for the unit (including books, videos, websites and other sources used in each lesson). Be specific and list the lesson(s) in which the resource is used.			
V. LESSONS — use the items below for <i>all</i> lessons within the unit			
Lesson – Title is included and reflects the content of the lesson and the approximate number of minutes needed for the lesson.			
A. Daily Objectives are specified.			
1. Concept Objective is a broad description of the “big idea.”			
2. Lesson Content reflects Core Knowledge at the appropriate level. Content selected is of manageable size.			
3. Skill Objective(s) is (are) clear, attainable, and measurable. Lessons connect to required standards.			
B. Materials and quantities for <i>all materials</i> are listed specifically.			
C. Key Vocabulary is included and defined. Definitions are presented in sentence format, with the vocabulary word in bold.			
Number of vocabulary words is limited to no more than eight per lesson.			
D. Procedures and Activities			
Content presentation relates to concept objective.			
Procedures are listed specifically in an easy to follow, step-by-step manner			
Procedures lead students to deep understanding of the content.			

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Procedures are appropriate for the majority of students in a heterogeneous classroom.			
Procedures appear to be the most effective and efficient use of class time.			
Procedures incorporate the seven elements of lesson design.			
<i>Optional: The lesson is driven by a question.</i>			
E. Assessment/ Evaluation			
Means to assess and evaluate student learning are provided.			
Assessment evaluates lesson skill and content objectives.			
Assessment relates to concept objective.			
A variety of assessments are included.			
General			
Lessons are structured to build schema.			
Lessons reflect a variety of levels of questions.			
VI. CULMINATING ACTIVITY – is connected to unit content and provides a form of assessment.			
VII. HANDOUTS/WORKSHEETS			
In this section, appendices are included in order, and labeled with the title of the appendix.			
Handouts/worksheets referred to in the unit are included as appendices. Appendices are neatly typed and/or scanned and included at the end of the unit.			
No copyrighted material is included. (If so, permission form was sent to the Foundation.)			
Appendices are labeled by letter and title of unit.			
Background notes are included in the appendices (optional) and sources for background notes are listed, including ISBN.			
VIII. BIBLIOGRAPHY			
Follows the specified format.			
General			
Unit follows the Core Knowledge format (letters and numbers).			
Typing/formatting is consistent throughout the unit.			
Unit has proper grammar, sentence structure, and spelling. (Spell Check and Grammar Check were performed on the unit, and someone other than the author has also proofread the unit.)			
Presentation title, grade level, and contact presenter name is written on the CD or floppy disk.			
Unit is saved in Microsoft Word format.			
Required 2-page outline/overview handout is complete.			
Presenter keeps a copy of the unit before turning it in.			
Units written at the Colorado Unit Writing Institute only:			
Appendices not within the unit are sent in as hard copies with the appendix labeled and included separately at the end of the unit.			