

University of Idaho Extension

Curriculum Format Guidelines UI School of Family and Consumer Sciences

CURRICULUM LAYOUT

Cover

- Title, author name(s), and date
- Appropriate logo: University of Idaho Extension

Introduction or acknowledgement page

General overview (2 pp.)

- Notes & hints about use (CD usage, additions)

Table of contents

Lessons (separated by index pages)

- Goal – general statement of the big picture
- Objective – specific means to achieve goal
- Instructor background information—
 - o What the lesson covers (a list of topics)
 - o Approximate length of time required to present the lesson(s)
 - o Definitions of specialized words used in the lesson(s) (a glossary of terms)
 - o Materials needed, if the lesson(s) include activities
- Lesson itself with activity description, PowerPoint instructor's notes included
 - o Summary

References and resources

Provide at the end of each lesson or listed at the back of the curriculum

ORGANIZING DOCUMENT FILES

Number the files in order as they would appear in the curriculum. Number PowerPoint files according to the document file they go with. For example:

Lesson 1.doc (which includes cover, acknowledgements, overview, table of contents)

Lesson 1 handouts.doc, Lesson 1.ppt

Lesson 2.doc, Lesson 2 handouts.doc, Lesson 2.ppt

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