Unit Planning Document

Prologue

1. Identify target population
   a. Age
   b. Class Title / Curriculum
   c. Size
   d. Special needs
   e. Targeted Standards

2. Identify Characteristics of the setting
   a. Time to teach the unit
   b. Daily schedule characteristics
   c. Room
   d. Team-taught or not?
      i. Team members’ schedules

3. Draft a Title for the Unit

4. Format an Organizing Center
   a. Choose a format (check one)
      topic
      theme
      work
      problem
      issue
   b. Choose an organizing center

5. Using the Concept Wheel
   a. Place your organizing center in the hub of the concept wheel
   b. Draw spokes off the hub: one spoke for each discipline you intend to include in your unit
   c. Brainstorm questions and lines of inquiry about the organizing center from the perspective of each discipline—
      i. By yourself
      ii. With your students
      iii. With your colleagues
   d. List these questions under their respective disciplines
6. Develop Essential Questions
   a. Examine the questions generated during the brainstorming session
   b. Refer to the list of Standards created in Prologue section
   c. Choose essential questions for the unit that will give the unit scope and sequence and correspond with skills and standards
      i. Make a list:
         a. Essential Question 1:
         b. Essential Question 2:
         c. Essential Question 3:
         d. etc.

7. Align Essential Questions with skills and assessments
   a. Essential Question 1:
      Skills:                        Assessments:

   b. Essential Question 2:
      Skills:                        Assessments:

   c. etc.

8. Develop Step-by-Step activities
   a. From the Prologue section, refer to calendar / time to teach / teamed or not
   b. Create a page / calendar / document for each period / day / week (etc.) of class time (depending on your personal preference in scheduling)
   c. Map out each segment of your curriculum using the following format: