

Program Award

Project Description Guidelines

***Please follow guidelines precisely.** No additional materials will be considered. Please review the application checklist before submitting your application.

Mechanics:

- Do not exceed **two-page maximum: DOUBLE SPACING required.**
- Type or word process (12-point font or larger).
- Keep margins to 1 inch.
- **Do not state names** (applicants, school, or town).

Format:

- Title of Project (do not include a separate title page)
- Duration of Unit
- Curricular Area(s)
- Grade Level in Which Implemented

Synopsis:

- Write succinct overview.
- Create clear statement of purpose.
- Indicate knowledge and skills students gain; learning styles addressed.
- Include methods of instruction and assessment.
- Address innovative features of unit.

Staff and Students:

- List staff (by position) needed for implementation.
- Indicate group composition of students.
- Suggest range of adaptability of project.

Materials, Facilities and/or Other Resources:

- Indicate necessary physical environment.
- Specify materials required.
- List suggested outside activities (field trips, speakers, etc.).

Overall Value:

- State impact on student learning and how it is assessed.
- Highlight project's relation to Connecticut's Framework for Technology and Information Resources and/or National Information Literacy Standards.