**Green Apple Lesson Plan/Best Practice   
Submission Process & Template**

**Directions:**

1. Use the follow checklist of items to complete your lesson plan or best-practice for submission.

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|  | **Item** | **Criteria** | **Examples** |
|  | Title or Subject Area | Does the title or subject describe the lesson sufficiently to indicate what the general content of the lesson will be? | Communication Skills,  Job Interviewing,  Student-Advising,  Career Fairs |
|  | Name of Activity | Does the name of the activity reflect the experience or outcome? | Human Knot,  Conflict Resolution,  Resume Basics |
|  | Objective/ Rationale/  Goals | Does the lesson plan contain a statement(s) concerning what the learner is expected to be able to do after completing the lesson? How will the student accomplish this? | Students will be able to identify the key elements of communicating |
|  | Time  Frame | What time frame does this activity need? How long of a time period is required? | 50 minutes  2-20-minute sessions |
|  | Materials | List all materials that are needed for this activity. | Whiteboard/markers  Handouts |
|  | Directions/ Procedures | Provide all the necessary directions, steps, or procedures in executing this activity. | Introduce students to new terminology. |
|  | Resources & References | List all resources and references you used including your name if you’ve created it OR if adapted or adopted a lesson plan from another source—be sure to cite it. | Author of the lesson or practice, resources used such as books, journals, online links, articles, etc. |
|  | Assessment/  Evaluation | What types of assessment tools do you use to evaluate students’ learning? How do you measure students’ learning? | Surveys, quizzes, journals, projects, checklists |
|  | Suggested Homework/  Extended Assignments | What are some related activities you could assign outside of class? What other aspects could students explore on the topic or subject? What other follow-up assignments might you try? | Individual reflection papers, research a topic further, Think, Pair, Share w/Students |

1. Complete the Green Apple Lesson Plan template below. Type your information on to the template.
2. Save your ONLY completed (typed) lesson plan document (in WORD) and email it directly to   
   Betsy Picciano: [Betsy@bridgesconnection.org](mailto:Betsy@bridgesconnection.org)
3. An email will be sent to you from Betsy to confirm your submission and to inform you of the Bridges publication process.
4. If you have any questions or concerns about anything, contact **Betsy Picciano**.

**Title or Subject Area**:

**Activity Name:**

**Objective/Rationale/Goals:**

**Time Frame:**

**Materials:**

**Directions/Procedure:**

**Resources & References:**

**Assessment/Evaluation:**

**Suggested Homework/Extended Assignments:**