

## ~ MEMORANDUM ~



**To:** 2008 Research Teachers  
**From:** Mel Limson and Marsha Matyas  
**Date:** December 4, 2008  
**RE:** **Getting to the Final Draft of Your Lesson/Activity**

We enjoyed reviewing the 2008 RT draft classroom lesson/activities and web activities. The diversity in both topics and approach demonstrates the talent and creativity of the 2008 Research Teachers! You just received your first draft reviews back...now you may be scratching your head thinking, "What am I supposed to do, exactly?" The following is a review of the **Lesson/Activity Publication** process to help you know what is next!

**There are several objectives for this component of the fellowship:**

1. To have a published product that reflects your creativity and expertise.
2. To extend your own professional development by being published.
3. To contribute an inquiry-based, equitable life science activity with a meaningful Internet component to the field that you, your fellow RTs, and other teachers **around the world**, can use.

<b>Classroom Lesson/Activity Timeline</b>	
Sept. 8	Submitted Draft to APS
Sept. - Nov.	Initiated Field Test and/or Peer Review APS reviewed & returned draft with Revisions Request Form
<b>Nov. - Dec.</b>	<b>Revise your activity using the feedback you've received as well as your field test experience/peer review</b>
<del>Dec.</del> <b>Jan. 2!</b>	Submit Final Draft to APS After review, APS sends \$250 for completing the Final Draft
April 2009	Receive copy of the final version in annual <u>Works in Progress</u> publication (if all criteria are met)
Summer 2009	Added to APS' online K-12 Curricular Materials and Teaching Resources (if all criteria are met)

Based on the activity development guidelines (remember the pink booklet...another pdf copy is attached to this email!), we reviewed your activity using a **Classroom Lesson/Activity Revisions Required Form**. You will find this form attached along with a **Comments/Requirements/Suggestions** sheet and a marked up copy of your activity. You will also receive the original by postal mail in the next week or so. We've listed all the required components and indicated whether any were missing or not clear. You will also find handwritten edits, suggestions and questions on your activity.

**WHAT NOW? Begin revising and editing your activity NOW so it is ready for final publication and distribution in time for EB 2009.** We must ensure that each activity is original or adapted with permission, that all artwork is original or reprinted with permission, and that the activity provides complete information so that other teachers can use it easily. All 2008 RT activities will be published in *Works in Progress* **IF THEY MEET THE DEADLINES AND CRITERIA.** Final submission should include your *REVISED* versions of:

<p>One MS Word file labeled: <b>LASTNAME-CoverChecklists</b> <i>(where LASTNAME is YOUR last name)</i> (see attached)</p>	<ol style="list-style-type: none"> <li>1) Activity Cover Sheet</li> <li>2) Pedagogy Employed in Lesson, including Six Star Science Correlation</li> <li>3) National Science Education Standards checklist</li> </ol>
<p>One MS Word file labeled: <b>LASTNAME-Teacher</b> <i>(where LASTNAME is YOUR last name)</i></p>	<ol style="list-style-type: none"> <li>4) Teachers Section</li> </ol>
<p>One MS Word file labeled: <b>LASTNAME-Student</b> <i>(where LASTNAME is YOUR last name)</i></p>	<ol style="list-style-type: none"> <li>5) Student Section with handouts, lab sheets, rubrics</li> </ol>
<p>A <b>separate document</b> to be signed and returned by email, fax, or postal mail. (see attached)</p>	<ol style="list-style-type: none"> <li>6) Author Certification Form</li> </ol>

Forms for #1, 2, 3, and 6 are attached and also at <http://www.the-aps.org/education/2008rts/activity.shtml>

**Email these 4 document files as an attachment to Mel at:  
*mlimson@the-aps.org*  
no later than Friday, January 2, 2009**

**We must receive your final edits no later than January 2, 2009.** Please note: Until your final activity has been submitted and checked by staff you are NOT authorized to purchase airline tickets for the EB meeting from our travel agent. For any artwork to be included, send us the original art (we'll return it after scanning), digital files, or a very clean copy to scan.

**Please feel free to email or call Mel with questions, to discuss the Revisions Request or if you want to brainstorm your ideas.**

Also, remember that your mentor or the APS physiologists that you met at the Forum are available to provide you with feedback as well.

Thank you for your hard work...we look forward to publishing your activities!