

The Good Lesson Plan Club

Format for submitting lesson plans
in order to earn up to Five Hours of Continuing Education Unit credits
from Brandman University

1. The purpose of this program is to encourage teachers to submit lesson plans written to aid student learning and improve academic achievement.
2. Each lesson plan submitted must be reflective of the teacher's primary instructional subject (math, reading, science, etc.) or assigned grade level (kindergarten, third grade, etc.).
3. Lesson plans must be intended for use during the academic year in which credit is expected to be earned.
4. Lesson plans can be individual components or larger curriculum units or stand apart as distinct units of episodic instruction, unrelated to prior or subsequent curriculum connections.
5. Each lesson plan submitted must be three pages in length, double-spaced and with two-inch margins. A maximum of five lesson plans for a total of five semester hours of CEU credit can be submitted.
6. Each lesson plan submitted must conform to the following guidelines with regard to structure and the nature of content included for evaluation:
 - A. Rationale - Please state the purpose and significance of the lesson chosen for representation. Specify why you are teaching the lesson and what you hope students will know or be able to do as a result of your instruction.
 - B. Blueprint - Please spell out in incremental and specific steps the methods and materials you expect to use in executing the lesson for the benefit of your students. Use a standard outline format in order to communicate the lesson plan's evolution from introduction to elaboration to conclusion.

C. Contingencies - Please explain how you expect to handle the possibility that the outcome of the lesson plan will fail to accomplish what you intend. What adjustments are you prepared to make? What would you do differently, should that occur, to get a different outcome?

D. Evaluation - Please indicate the criteria you plan to use in order to assess the success or failure of the lesson. In short: how will you know that the students were able to learn what you wanted them to learn? What are you prepared to do if the results are mixed or poor? How do you plan to evaluate your own performance as both the person who wrote and executed the plan?

E. Reflection - Please report what you think you learned or gained from this experience. What may it have taught you that you were unaware or less aware of when you started? How might the process of labor required to write a good lesson plan have made a better teacher out of you?

7. When you complete your lesson plan or plans, send them along with your registration and payment materials to Jay Wissot. Follow these steps to access registration and payment forms:

PROCEDURES FOR REGISTRATION AND PAYMENT

A. For two credits, navigate to the Our Classes page of the CCS website (www.aboutteachers.com), and click on the Brandman University Class Listings button. Select any two-semester hour Brandman class title from the Brandman University class listings, click on its title, and download, print out, and complete the registration form for that class.

B. For three credits, select any three-semester hour Brandman class title from the Brandman University class listings, click on its title, and download, print out, and complete the registration form for that class.

C. To pay for the classes for which you are registering, navigate to the PAYMENT FORM page of the CCS website.

Download, print out, and complete a Brandman University class payment form.

- 1.) If paying by credit card, be sure to complete the Credit Card Coupon at the bottom of the form. Fax the form to 13038456989.
- 2.) If paying by personal check, make your check out to Colorado Consulting Services and attach it to the form. Send by mail to Jay Wissot, 5320 E. Dakota Ave., Denver CO 80246

D. Fax the completed registration form(s), payment form, and your lesson plans to 13038456989. You may also mail your completed paper(s), registration form, and payment to:

Jay H. Wissot,
Colorado Consulting Services
5320 East Dakota Avenue
Denver, Colorado 80246

8. Please contact Jay Wissot at 303-819-8012 or jayhwissot@mac.com with any questions you might have regarding the completion of this program.

Special Note: Please make sure you sign up for different class titles and amounts of credit each time you participate in the Good Lesson Plan Program. Course titles and credits cannot be repeated. If a course title is submitted more than once and recorded on a transcript, it may not be possible to rectify the situation and students will be at risk of paying for lost credit.

QUESTIONS??? Call Jay Wissot at 303-819-8012 or email him at jayhwissot@mac.com