

Preparing a Course Supplement

When preparing your supplement, you need to adhere to three important principles: **Readability, Clarity, and Eye flow.**

I. Readability

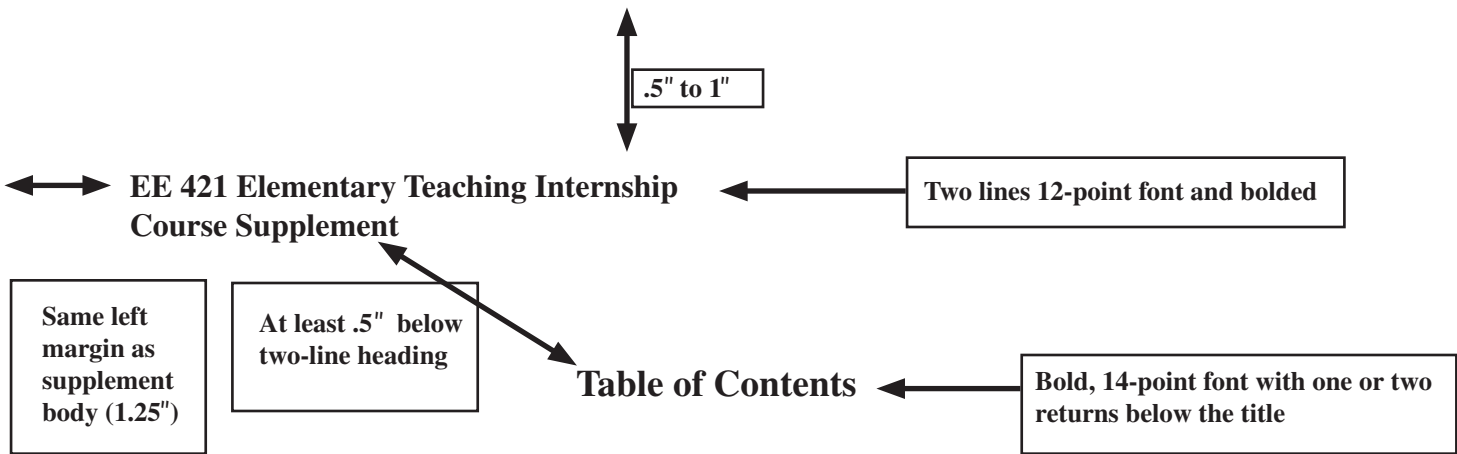
- A. Font (typeface)
 - 1. Times New Roman (other options—Times, Garamond, Palatino Linotype, New Century Schoolbook)
 - 2. Size: 12 point
- B. Paragraph
 - 1. In Microsoft Word, single spacing is fine for regular text (not outlines).
 - 2. 1.5 line spacing for outlines.
 - 3. Left aligned (not justified)
- C. Page Layout
 - 1. Margins: 1.25" left, 1.25" right, .75" top and bottom
 - 2. **Table of Contents:** See example on the next page. Use 14-point font for **Table of Contents**. The following text should be 12-point font, centered, and narrower than the supplement side margins. Do not include a page number.
 - 3. Page numbers should be centered or placed at the outside margin of each page. When 1.25" side margins are used, the center point is 3" when using Word. Do not number the Table of Contents. Page numbers may be included or omitted on blank pages.
 - 4. Use one-column format for outlines. One or two columns may be used for solid text. (See example on the following pages)
 - 5. Additional white space between main points will aid readability.
- D. Other Principles
 - 1. All caps: Seldom used—may work for short titles.
 - 2. Type styles
 - a. Never use default computer type effects (zoom, shadow, outline, etc.).
 - b. Use bold, italic, or bold/italic for emphasis.
 - i. Bold is industrial and loud.
 - ii. Italic is academic, high tech, and quiet.
 - iii. Bold/italic is somewhere between. Refined strength.
 - 3. Underlining is rarely used. Italic is better.
 - 4. Hyphenated words
 - a. Never allow a word to split into different columns.
 - b. Avoid hyphens in three or more consecutive lines.

II. Clarity

- A. Organize for reader understanding. Create a document that is clearly understood.
- B. Be concise. Less is better.
- C. Tell your students who, what, when, and where as simply and quickly as possible.

III. Eye Flow

- A. The reader should not have to guess what to read next. Ensure that all elements are read in a specific, planned order.
- B. Clearly transition from category to category by creating a hierarchy of information—i.e., headings, subheadings, etc.
- C. White space between headings aids eye flow.

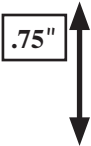


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Text is 12-point font and centered with 7–10 dot leaders after the longest line. Tabs can be set to insert dot leaders.

Insert a blank page if necessary so that p.1 is on right side for printing.

No page number



Sample One-Column Format

1.25" side
margins

Daily attendance begins at 7:25 a.m. and ends when preparation is finished any time after 3:30 p.m. Plan to leave the Academy no later than 4:45 p.m. Some days may be longer than others depending on scheduled meetings and other responsibilities.

1.25" side
margins

If illness occurs, call the advisory teacher by 6:30 a.m. If not feeling well the night before, call and tell advisor you may not be in class the next day. Obtain advisory teacher's phone number the first day.

You are required to attend faculty, department, and Bible/song meetings when scheduled.

When the Academy is not in session, attend chapel and complete assigned projects.

Left
justify
text.

Two bulletin boards will be constructed during the internship. Create boards to teach unless it is a good work board. Turn in an evaluation form the day after putting up board. Collect bulletin board ideas to include in final notebook. Include ideas for teaching, seasonal, Bible, and good work boards.

Keep a daily record of time spent on the *Weekly Teacher Assistant Activity Record*. Complete weekly and turn in according to calendar.

Advisory teachers schedule a time to discuss evaluations. During the conference an *Evaluation Conference Report* should be completed. Turn this form in according to calendar.

Plan to be videotaped at least twice during the semester. View video and turn in the evaluation form in the weekly folder. The advisory teacher or intern director may view the tape with you.

Evaluate yourself weekly in a new subject. Turn in this form weekly once teaching has begun.

Teacher assistants will have practice grading and recording grades. All assistants maintain and average a grade book. Assistants in grades 1–3 will be responsible for organizing graded test papers. Assistants in grades 4–6 will be responsible to help complete report slips. It is vital all recording and grading be done accurately.

Teacher assistants attend a weekly seminar in the Academy. Limit help with car or bus duty on this day to be on time. Be prepared to participate by reading and practicing assigned material. Bring textbooks, Bible, and 3 x 5 cards. Return to classroom after seminar.

"Effective instruction requires modeling by the teacher."— Charles, 1989

Sample Two-Column Format

1.25" side margins

Daily attendance begins at 7:25 a.m. and ends when preparation is finished any time after 3:30 p.m. Plan to leave the Academy no later than 4:45 p.m. Some days may be longer than others depending on scheduled meetings and other responsibilities.

If illness occurs, call the advisory teacher by 6:30 a.m. If not feeling well the night before, call and tell advisor you may not be in class the next day. Obtain advisory teacher's phone number the first day.

You are required to attend faculty, department, and Bible/song meetings when scheduled.

When the Academy is not in session, attend chapel and complete assigned projects.

Two bulletin boards will be constructed during the internship. Create boards to teach unless it is a good work board. Turn in an evaluation form the day after putting up board. Collect bulletin board ideas to include in final notebook. Include ideas for teaching, seasonal, Bible, and good work boards.

Keep a daily record of time spent on the *Weekly Teacher Assistant Activity Record*. Complete weekly and turn in according to calendar.

Attendance and observation notes are required for any special event.

Advisory teachers schedule a time to discuss evaluations. During the conference an *Evaluation Conference Report* should be completed. Turn this form in according to calendar.

1.25" side margins

Plan to be videotaped at least twice during the semester. View video and turn in the evaluation form in the weekly folder. The advisory teacher or intern director may view the tape with you.

Left justify text.

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Page numbers .5" from bottom of page may go here. Use the same font and font size as the text.