CURRICULUM MAP INSTRUCTIONS

A curriculum map is an outline which shows the distribution of standards and content for a course over time. A good curriculum map is always a work in progress. You start with a draft before you begin teaching, and you adjust it as you get to know the students and as you and they work together. Curriculum mapping helps the course stay on track and helps assure that key standards get addressed.

There are all sorts of ways to do a map. This is a "quick and dirty" version that I have used over the years and can testify will get the job done.

The elements of the map are (from left to right):

1. Week: You can use calendar dates (preferred) or week of the term: 1:1 for first nine weeks, first week, 1:2 for first nine weeks second week, and so on.

2. Unit or major topic: If you teach in units (preferred), put the unit title here; otherwise put the major topic you are teaching.

3. HISD standards: Use scope and sequence and give either number of item or page number and an abbreviated statement of the standard (enough so that you can recognize it; most of us do not have the numbers memorized). Some people prefer to write out the standard in full; do whatever works for you but lets you and the principal know what the standards are.

4. Key Topics: Indicate here some of key topics related to the unit topic (it's possible to address different topics for the same unit in different weeks).

5. Essential vocabulary: this is a list of words related to the unit which are crucial for the student to know and which you will emphasize in instruction. (If the list for the week is longer than ten or twelve words, you probably have more than can be reasonably emphasized.)

6.. Resources: List major resources needed including textbook (TB) pages and supplemental materials you may need to round up. This section can be a valuable planning tool if you identify materials that you will need but don't yet have and use it as a guide to ordering, locating, or creating them in advance of when they are needed.

Once developed, the map is updated as you teach.

The electronic template is in the form of a Word table. The cells will enlarge vertically as you type in them. You can use the Format Borders and Shading tool to create divisions within cells as shown in the social studies sample. To add cells, (a) click to the right of the last cell in a row but outside the cell and hit Return or (b) go to the Table menu, choose Insert, then choose Rows below or Rows above depending upon where you

need the extra row.   When you first use the template, keep a blank copy by (a) creating a duplicate before you start or (b) using the Save As command instead of the Save command the first time you save your work.