

Dear Author,

Welcome to TeachEngineering! The purpose of this Welcome Letter is to provide important resources that will help you craft curriculum that will eventually be published on TeachEngineering. Our goal is to give your participants the tools and information they need to create a successful submission. Please take a moment to carefully read the descriptions below:

# **Submission templates**

Using the correct submission template and filling out all the required components is a critical step in having a submission accepted, and it helps TeachEngineering editors move your submission along during the review process.

The [Submit Curriculum](https://www.teachengineering.org/getinvolved/submitcurriculum) page has templates for hands-on activities and lessons. TeachEngineering is no longer accepting units or sprinkles for publication, and we will consider maker challenges on a case-by-case basis. (Email us if you are interested in submitting a maker challenge.)

Authors who submit a curriculum should be mindful of using the correct template for their submission. A failure to do this will result in the submission being returned to the author for edits and resubmission. [Browse our site](https://www.teachengineering.org/curriculum/browse) for examples for TeachEngineering activities, and read on for information about TeachEngineering’s distinction between lessons and activities.

# **Difference between lessons and activities**

TeachEngineering **activities** are designed to be hands-on and often have a design focus so students experience the full or partial engineering design process. Students gain knowledge through active, project-based learning, rather than from a book, lecture or worksheet. While many activities are standalone, others pair with supporting lessons. Another way to think about activities is if they **engage students in a project that builds, measures, or tests something.**

TeachEngineering **lessons** provide background knowledge that allow students and teachers to work through corresponding hands-on activity (or activities). **No standalone lessons are permitted in the collection nor are standalone lessons accepted for publication.** Each submitted lesson must be accompanied by at least *one unique associated activity* that gives students the opportunity to apply their knowledge from the lesson in a hands-on way and cement comprehension.  Note: you cannot submit a lesson for an activity that is already published on TeachEngineering.

Finally, we strive to provide teachers with activities that can be **performed on a shoestring budget**. Please keep in mind the nature of the materials you are using, and ask yourself if these materials are readily available within a classroom or are *reasonably affordable* for a teacher who would like to perform this activity.

# **Classroom testing**

Each submission *must be classroom tested* before it can be published on TeachEngineering; this information should be included in the final submission and cite the location, number of students, and dates the classroom testing occurred.

We appreciate your attention to this detailed list of tools and resources—and we’re also ready to help!

* TeachEngineering offers **webinars** for individuals or groups that are preparing to submit their curriculum. If you feel you or your participant group would benefit from a webinar, please contact us directly for more details.
* We’re looking for **Kindergarten and early Elementary** school curriculum! If you are interested in submitting curriculum for these groups, please let us know!
* For RET Program Coordinators and Principal Investigators: All contributors must sign a **contributor agreement** before we can publish their curriculum on TeachEngineering. If you believe your RET is submitting curriculum under a specific grant number for the first time, let us know and we can arrange to send over an electronic copy of our contributor agreement for your Principal Investigator to sign. This contributor agreement covers any RET submission under the project’s specific grant number.

If you have any questions, please feel free to contact us.

Warm regards,

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