

Introductory Notes about TeachEngineering Templates

After you have created and classroom-tested your curriculum, prepare your curricular materials using the TeachEngineering activity, lesson and/or unit Word templates. The templates contain both required and optional components, giving you flexibility in fitting your material into a standardized format that results in materials from many originators having a similar “look & feel” to TeachEngineering users, and enables TE’s extensive search capabilities. Once that’s done, follow the instructions on the [Submit Curriculum](#) page to obtain access to the [TE Submission Portal](#) for submission of your materials.

Tips for Preparing the Templates

- The templates describe the required and optional components for lessons and activities destined to be published in the TeachEngineering (TE) digital library collection. Visit www.TeachEngineering.org to view example lesson and activity component content, and see how they render on the website.
- Enhance your lessons and activities with images. Remember to only use images and photos that you created yourself or have permission to use. Find details in the **Requirements & Tips for Using Images** document (pdf) on TE’s [Submit Curriculum](#) page.
- Everywhere in your write-up, provide measurements in **metric units**, as required by our NSF-funded grant; it is great to provide both metric and English units. *Ex:* Hoover dam is 221 m (726 ft) high.
- Provide all **attachments** (handouts, worksheets, answer keys, quizzes, visual aids, presentations, reference sheets, etc.) in their **original** (modifiable) file formats (Word, Excel, PowerPoint, etc.).
- In your prepared Word template files, do not worry about the typefaces or font sizes, because they will change. The TE system automatically determines font and size, resulting in a unified look.
- Most template components allow for limited **formatting** (bold, italics, bullets, numbered lists), and many accept the insertion of images, so you will be able to place images near corresponding text.

Educational Standards

All TeachEngineering curricula must meet educational STEM standards. So, when creating a document, indicate (at least) 1 state standard, 1 ITEEA standard, and 1 NGSS and/or CSCC standard(s) to which the learning objectives align. Find educational standards at the D2L Achievement Standards Network viewer or TeachEngineering: <http://asn.jesandco.org/resources/ASNJurisdiction> or <https://www.teachengineering.org/standards/browse>. See the templates for more details.

Engineering Categories

We categorize TeachEngineering curricular documents by their amount or depth of engineering as a way to help users understand what is available to them in the collection. In the templates, you’ll be asked to identify one of three categories for each activity (required), lesson and unit. For more information, see the *Engineering Categories Description* document (pdf) on TE’s [Submit Curriculum](#) page.

Thank you for your attention to detail with these matters!

It greatly contributes to TeachEngineering being a quality collection.