|  |
| --- |
| Sample Unit Plan and Exemplars |
| [type name of unit] |
| [author and course name] |
| **[type name of] Department** |

**CAIS Individual Teacher Documentation Summary**

**Overview of the Task**

* These pages will provide the evidence for Standard 3: Effective Practice for each of your courses.
* Paste the course description and the course outline as it appears on the website.
* For the unit plan please include individual samples of assessments, assignments, lessons and activities that illustrate each of the aspects required by this standard.
* Remember to include assignment instructions as well as any test outlines that are given to students.
* The Christmas and June exams should be attached, with an annotation on the exam paper for each question indicating if the question tests recall or critical thinking.

**Course Information <Teacher and Course>**

**Course Description (as it appears on the website)**

**Paste Here**

**Course Outline (as it appears on the website and as given to the students on the first day)**

**Past Here**

**Includes:**

* **Summary of course content and or unit names**
* **Summary of major assignments and assessments**
* **How term and year marks will be calculated**
* **Specific class expectations and information such as effort grade calculations and assignment citation criteria**
* **Text name and other resources**

**Course Origin (Include name of IB or Nova Scotia Department of Education Course)**

* **School Generated Course**
* **IB Course**
* **Nova Scotia Department of Education Course**
* **Other**

**Unit Plan Summary (You will need a variety of samples as indicated by the CAIS list on this page) <Teacher and Course>**

* **The samples included with your package should support and illustrate the information that you have included in the tables that follow.**
* **Add content to the cells and add extra cells as required.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Content/Learning Outcomes** | **Sample Assessments** | **Sample Assignments** | **Sample Lessons and Activities** |
| <Unit Name> |  |  |  |
| <Unit subsection title> |  |  |  |
| <Unit subsection title> |  |  |  |
| <Unit subsection title> |  |  |  |
|  |  |  |  |



The templates and global learning examples will be presented in another place

CAIS Accreditation Guidelines

**Notes**

**Components of Learning 3.7 Effective Practice**  **<Teacher and Course>**

|  |  |  |
| --- | --- | --- |
| **Content/Learning Outcomes** | **3.7b Activity/Assessment/Lesson/Assignment** | **Critical Thinking: Inquiry/Knowledge/****Application/Understanding/Skill Development** |
| <Unit Name> |  |  |
| <Unit subsection title> |  |  |
| <Unit subsection title> |  |  |
| <Unit subsection title> |  |  |
|  |  |  |



**Instructional Strategies 3.8 Effective Practice <Teacher and Course>**

|  |  |  |
| --- | --- | --- |
| **Content/Learning Outcomes** | **3.8b Instructional Strategies** | **Notes** |
| <Unit Name> |  |  |
| <Unit subsection title> |  |  |
| <Unit subsection title> |  |  |
| <Unit subsection title> |  |  |
|  |  |  |



**Assessment 3.11 Effective Practice <Teacher and Course>**

|  |  |  |  |
| --- | --- | --- | --- |
| **Content/Learning Outcomes** | **3.11d Sample Formative/Summative Assessment** | **Inquiry/Knowledge/Application/****Understanding/Skill** | **Other notes** |
| <Unit Name> |  |  |  |
| <Unit subsection title> |  |  |  |
| <Unit subsection title> |  |  |  |
| <Unit subsection title> |  |  |  |
|  |  |  |  |



**Christmas and June Exams <Teacher and course>**

* **Indicate if there is no Christmas or June exam or if the final is an IB Exam.**

|  |  |  |
| --- | --- | --- |
| **Aspect** | **Christmas** | **June**  |
| Time |  |  |
| Total Points |  |  |
| Recall Questions Points |  |  |
| Critical Thinking Questions Points |  |  |
| Question types and points of each |  |  |
| Notes |  |  |