

What do I need to do to complete the Unit Plan?

Step 1: Be sure that you have reviewed your ideas and received approval from both your Cooperating Teacher and your University Supervisor. Obtain their signatures on the *Authorization to Begin Teaching the Unit Plan* form (your University Supervisor has this form).

Step 2: Download the following items from the Program Handbooks site:

- a) Under the "Unit Plan Templates" heading, download the *Unit Organizer Template*, the *Lesson Plan Template*, and the *Unit Level Assessment Form*.
- b) Under the "edTPA Commentary Templates" heading, find your level and subject area and download the *Context for Learning*, *Planning*, and *Assessment* commentary templates.

Step 3: Complete the *Context for Learning* template that you downloaded.

Step 4: Complete the *Unit Organizer* template (described on p. 22 of the *Clinical Practice Handbook*) explaining your goals for the unit as a whole, your assessments, and the lesson sequence. You are asked to designate 3-4 consecutive lessons under a *central focus*. (Note: edTPA calls these 3-4 lessons a "learning segment"). ONLY the 3-4 lessons in the learning segment and the associated assessment(s) will be used to write your practice edTPA Task 1 (Planning) and Task 3 (Assessment) commentaries.

Step 5: Create the lesson plans (10 total), materials and assignments/assessments for all 10 lessons using the *Lesson Plan Template* you downloaded (described on p. 24 of the *Clinical Practice Handbook*). NOTE: If you teach block classes, a minimum of 5 lesson plans are required to be included in a unit.

Step 6: For the central focus/learning segment only: Complete Task 1 of your edTPA handbook for the lesson segment organized under the central focus. Follow the guidelines provided in your edTPA Handbook under Task 1 "What to Write". Write your responses to each item directly into the *Planning Commentary Template* you downloaded.

IMPORTANT! You must complete your *Planning Commentary Template* BEFORE you begin teaching your learning segment lessons!

Step 7: For the central focus/learning segment only: As you are teaching the learning segment, be sure to **keep or copy** your students' assessments and evidence of how you provide feedback to them. Choose three "focus students" to analyze in depth (refer to the guidelines provided in your edTPA handbook under Task 3 "What to Do" for making your choices). Your feedback to the three focus students can be written, audiotaped or videotaped.

Step 8: For the central focus/learning segment assessment only: Assess evidence of student learning for the whole class, sub-groups, and your three focus students by completing the *Assessment Commentary Template* you downloaded. See the guidelines provided in your edTPA Handbook under Task 3 "What to Write" and Rubrics 12-15.

Step 9: Analyze your pre- and post-test results for your unit as a whole and complete the *Unit Level Assessment Form* you downloaded.

Step 10: Submit your completed Unit Plan.