

Publishing on *TeachEngineering*

Steps to publish your curricular materials in the online *TeachEngineering* collection:

1. Create original curricula that teach science, math, technology and engineering concepts within an engineering context.
2. Prepare your curricular material in the *TeachEngineering* unit, lesson and activity Word templates, which 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.
3. Email your Word template files for each lesson and activity, along with associated image and attachment files to TE, who will tag them into XML documents to upload to TE.

Introductory Notes about 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, as well as to see how they render on the website.
- Information on using **images** in TE documents is described in the **About Images** document.
- Everywhere in your write-up, provide all measurements in **metric units**, as required by our NSF-funded grant; it is okay to provide both metric and English units. *Example:* Hoover dam is 221 m (726 ft) high.
- Provide all **attachments** (handouts, worksheets, worksheet answers, quizzes, visual aids, reference sheets, etc.) in *both* Adobe **pdf format** and **original file format** (Word, Excel or PowerPoint file). To turn a document file into a pdf file, upload a file to: http://www.gobcl.com/convert_pdf.asp. This website converts and emails it to you.
- In your prepared Word file, do not worry about the font type and size you use, because it will change. The web system automatically determines font and size, so all documents have a unified look.
- All template components allow for limited **formatting** (numbered lists, bullets, bold, italics), including the insertion of images (except in certain components, as listed in the **About Images** document).
- When **naming files** (for lessons, activities, attachments and images), use lower-case letters only – no caps! This includes file extensions: jpg, .doc, pdf, ppt, etc. Also, leave no spaces in the file names; use underscores instead.

Educational Standards

All *TeachEngineering* curricula must meet educational standards. So, when creating a document, it must meet one or more specific educational standards. **If your document does not meet any educational standards, you must identify some that your lesson or activity addresses. Use only standards from a single state or a single set of national standards.** Use the online ASN viewer at <http://www.jesandco.org/asn/viewer/default.aspx> to find the state or national educational content standards that are available on the *TeachEngineering* website. Or, use TE’s Browse Standards interface at http://teachengineering.org/browse_standards.php. The standards you supply in the TE templates for each document should be **specific standards, not just the broader objectives of the standards.** Please include the source, standard number(s) and text of each standard. *Example:*]

North Carolina, science, 2004, 1.01: Identify and create questions and hypotheses that can be answered through scientific investigations.

[Special note for Massachusetts: The middle school science standards are written in the same format except that instead of a “strand” there is a number: 1 for Earth and Space Science, 2 for Life Science and 3 for the Physical Science strand. For example, 1.12 stands for the “Relate the extinction of species to a mismatch of adaptation and the environment” standard in the earth and space science strand.]

Thank you for your attention to detail with these matters.
It greatly contributes to *TeachEngineering* being a quality collection.

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