

## ALEX Lesson Plan Checklist

### Author Information:

Name:

Email address:

School:

School System:

### Lesson Title Check:

- The Lesson Title is formatted using APA style title case guidelines.
  - Capitalize the first word of the title/heading and of any subtitle/subheading
  - Capitalize all major words (nouns, verbs, adjectives, adverbs, and pronouns) in the title/heading, including the second part of hyphenated major words (e.g., Self-Report not Self-report)
  - Capitalize all words of four letters or more.

### Overview Check:

- The overview provides a three- to five-sentence description of the lesson's content and relationship to the Alabama Course of Study Standard(s) selected. The topic of the lesson is clear and specific.

### Course of Study Standards Check:

- The lesson is tightly focused on the determined subject area(s) and selected content standard(s).
- A clear connection to the selected Course of Study Standard(s) is evident in all major phases (learning objectives/targets, procedures/activities, and assessment strategies) of the lesson plan.

### Learning Objectives Check:

- Objectives define what students will know and be able to do.
- Each objective is stated in terms of student behavior.
- Each objective identifies the learning that will take place.
- Each objective is measurable and observable.
- At least one (1) objective addresses higher-order thinking skills.
- There is a clear connection to the content standards selected for the lesson plan.

### Learning Targets (Optional) Check:

- The learning targets are clearly derived from the standards selected for the lesson.
- Each learning target is written in concrete, student-friendly language.
- Each learning target focuses on one step in the instructional sequence.
- Each learning target identifies the learning that will take place.
- Each learning target is measurable and/or observable (can be evaluated using formative or summative assessment).

### Approximate Duration Check:

- Approximate time frame for this lesson is determined.

#### Materials and Resources Check:

- Materials necessary for both the student and teacher to complete the lesson are listed.
- Notes to guide preparation or other special instructions needed are included.
- Worksheets and digital materials are available for immediate download within the “Attachments” section or links to third-party website resources.
- Technology tools and resources such as hardware, software and websites used by the teacher and/or students during the lesson are listed.

#### Background/Preparation Check:

- A brief explanation of what students should know and be able to do prior to the lesson activities is provided.
- A brief explanation of what teachers need to do before the lesson and any background knowledge with which they need to be familiar.

#### Lesson Procedures Check:

- The lesson procedures include a **before, during, and after** learning activity aligned to the stated learning objective(s) and selected standard(s).
- Overall the directions are very precise, allowing any teacher in the state (especially a first-year teacher) to redeliver the lesson activities.

##### Before/Engage Check:

- Opening/introductory activities set the stage for the lesson and are connected to the stated learning objectives/learning targets.

##### During/Explore/Explain Check:

- The procedures clearly describe the sequence of learning activities and identify where and how all materials, technology resources, and reproducible materials/handouts are utilized in the lesson.
- All activities are:
  - aligned with the objective/learning target(s),
  - build upon each other,
  - are appropriately paced, and
  - are developmentally appropriate for the selected grade level.
- The lesson activities are relevant and appealing to students. There is evidence of instructional flexibility or accommodation of students’ interests and learning modes.
- Collaborative learning allows students to develop teamwork, communication, and problem-solving skills.
- Technology is integrated into the lesson to improve the quality of student work and/or presentation.

##### After/Explain, Elaborate Check:

- Closing activities are relevant to the objective/learning target(s) and standard(s).

- The activity provides a clear opportunity to conduct a final check for understanding of the learning objective/learning target(s) and selected standard(s).

#### **Assessment Strategies Check:**

- Assessment procedures are identified and require students to apply knowledge or demonstrate an understanding of the content standard(s) selected.
- Assessment procedures provide clear evidence that students have achieved the stated learning objective/learning target(s).
- The lesson includes strategies for formative (informal—during the lesson) and summative (formal—after the lesson) assessment of the learning to determine content/skills mastery.
- There is a clear connection between the assessment strategies and the selected standard(s) for the lesson plan.

#### **Acceleration Check:**

- Exploration and extension activities challenge students to further investigate and/or apply selected standards in new and different ways. (Acceleration)

#### **Intervention Check:**

- Provided learning experiences are appropriate for students needing additional help to attain the learning objectives.

#### **Attachments Check:**

- Handouts for the lesson are provided when appropriate.
- Materials uploaded within the Attachments section do not contain a copyright.\*\*

#### **Format and Technical Logistics – Final Check**

- The lesson follows the ALEX format and all required sections are complete.
- The lesson is free of spelling and grammatical errors.
- The lesson includes all necessary attachments in proper format.
- The lesson is free of broken or outdated links. “http://” precedes the URL.
- All website links open in new windows.

*\*\* The author of the lesson plan is responsible for ensuring that both the text of the plan and any materials uploaded within the Attachments section are not copyrighted by someone other than the submitting lesson plan author(s). Should the lesson plan author(s) wish to post copyrighted materials, necessary permission must be obtained by the author(s) or affiliated program.*