
UNIT: Curriculum Planning**LESSON:** Teaching File

COMPETENCIES:

Explain the role of and assign students to compile a Teaching File.

1. Brainstorm ideas.
 2. Organization.
 3. Prepare and implement clearly defined stage appropriate activities and teaching aids.
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OVERVIEW/SUMMARY:

Having a file of activities that you are prepared to teach will save hours of preparation time and make you a more successful teacher.

MOTIVATOR:

Give students a timed pre-test. Write the following categories on the board: Art, Fine Motor Activities, Food Experiences, Gross Motor Activities, and Transitions. Have students write the words on their paper and make columns. They should list at least five activities in each column. If anyone can complete the pre-test, they could be awarded an inexpensive children's book. Usually, the students will not be able to complete very much of the pre-test. The teacher should then explain the value of having a file so that teachers can prepare lesson plans quickly and efficiently.

LESSON OPTIONS/SUPPLIES:**OPTION 1**

TERM PROJECT: Assign students to compile a teaching file early in the class, as this is meant to be a term project. Four examples of teaching files are explained in this lesson. Please select the one that best meets the needs of your students.

EXAMPLE 1: ACTIVITY FILE: Have students complete a set number of "Activity File" sheets as a part of a class project. Two samples are included with this lesson.

EXAMPLE 2: CHILD CARE RESOURCE FILE: Have students complete the resource file as explained in this assignment sheet, including the grading sheet.

EXAMPLE 3: CONCEPT FILE: Have students complete the "Concept File" and grade sheet as explained.

EXAMPLE 4: FILE: Have students complete the "File" assignment and corresponding "File Check Sheet".