



Completion Check Sheet for On-line Tutorial:
*Lesson Planning: The Steps to Promote Student Learning and
to Help your Students Reach the Course Objectives*

Directions: Upon completion of the tutorial:

1. Fill out this check sheet by placing an “X” next to each objective successfully completed
2. Attach a copy of the lesson plan you modified or created during this tutorial
3. Indicate where you would like your certificate of completion to be sent (either I/O mail or surface mail)
4. Fill in your name, campus, department, and e-mail address
5. Sign and date this form
6. Return the form via interoffice mail to the Center for Teaching and Learning, HU 008 at the Rockville Campus.

When the check sheet (including a copy of the assignment that you modified or created) is received, a certificate of completion will be forwarded to you.

I have successfully completed the following activities:

1. _____ I have written lesson objectives that are in alignment with my course objectives
2. _____ I have applied Bloom’s Taxonomy to objective writing tasks so that they promote learning and foster higher-order thinking skills
3. _____ I have created a new or modify an existing lesson plan, based on the key lesson planning elements covered in the tutorial (copy is attached)
4. _____ I have analyzed and compared popular lesson planning models
5. _____ I have collected resources for lesson planning, activity and assessment design, and the writing of objectives
6. _____ I can describe the benefits of using a consistent lesson planning process
7. _____ I have successfully completed the self-assessment that accompanies this tutorial

Please attach a copy of your new or re-designed writing assignment to this form.
Would you like feedback? Circle One: Yes No

Your name (printed please) _____
Campus: _____ Department: _____ E-mail: _____
Signature: _____ Date: _____

Please send the certificate of completion to me at (either I/O or surface mail address):

Thank you for completing the tutorial!