

## **Guidelines for Writing a Teaching Unit Plan (TUP) Using a Lao Resource**

1. Choose the curriculum outcomes for the quarter.
2. Choose the curriculum outcomes to be illustrated with a Lao Resource.
3. Choose an appropriate Lao Resource:  
***How to choose the resource:***
  - a) check Lao Resource file cabinet
  - b) ask veteran teachers (2003/2004 – Mark Gordon)
  - c) ask Lao teaching assistants
  - d) ask the Lao office staff
  - e) ask long-term ex-pats(check with Joanna for parent connections)
4. Make survey trip/visit site.  
***How to plan/conduct the survey trip:***
  - a) Find a contact person at the site (check with Paramy for assistance, you may need to go to the site to find the contact person) and find the following information while visiting the site:
    - Does anyone speak English?
    - Name and position of the contact person
    - Telephone number/Hours of business
    - Best time to visit
    - Directions to site
    - Will you need a letter from the school?
    - Check for safety
    - Check for availability of toilets/drinking water
    - Can photos be taken?
    - Check for security issues with John/Steve
  - b) The school will pay for the transportation, food and accommodations of your survey trip. **This cost then needs to be factored into your trip costs**
5. Expand, modify, delete or change chosen outcomes based on the results of the survey trip. You do not need to copy curriculum outcomes onto TUP sheet. Provide Paramy with a copy of the the Curriculum Outcomes with the specific ones for the TUP highlighted.
6. Plan teaching activities to take place before, during and after the study trip. (Trip booklets/assignments etc.)
7. Plan Assessment of the activities.
8. Things to Consider:
  - a) Documentation of the study trip: camera/video?
  - b) Special vocabulary that will be needed
  - c) Learning accommodations for students
  - d) Student groupings
  - e) Special materials i.e. clipboards, life jackets, binoculars...
  - f) Post trip evaluation/summary
9. If you put your TUP on disc, please loan it to Paramy to copy. TUP form on Desktop in Staff Room.