**Instructions for use**

**How do I complete the curriculum log?**

**Steps:**

1. Complete the curriculum log for each implemented lesson and for each class receiving the curriculum. Use additional sheets of paper, if needed.
2. On the top row, write the name of the curriculum and the grade level in which the lesson was implemented and which lesson number was taught.
3. Also include the facilitator’s name and the school or site name where the lesson took place.
4. At the end of each lesson, write the number of students that participated in the lesson and the date.
5. Mark the number of activities\* per lesson that were completed. This includes any handouts, video viewing, or group discussions as stated in the lesson instructions.
6. Make note if ANY changes were made to the original activity (see example below). Examples of changes include: changes to character names, reordered activities that deviate from the original lesson, or leaving out an activity.

\*Note that curriculum coordinators may need to specify and list lesson activities ahead of time to ensure consistency across lessons and different facilitators. For example, not all facilitators might consider a lesson “introduction” an activity—facilitators would need to know ahead of implementation which parts of a lesson are considered activities and should be recorded to assess fidelity to the curriculum.

**Here is an example of a completed curriculum log for one lesson and one class:**

|  |  |  |
| --- | --- | --- |
| **Curriculum/Program Name:**  *It’s Your Game-Keep it Real!* | **Grade:** *7*  **Lesson:** *2* | **Facilitator Name:** *Jane Smith*  **School/Site:** *J. D. Middle School* |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Activity:**  **Warm-up** | **Activity II:**  **Small group discussion** | **Activity III:**  **Role-Play** | **Activity IV:**  **Journal Activity** | **Activity V: Wrap-up** | **Did You Make Any Changes to Fit Your Class Needs?** |
| **# of Students in class period:** 15­ | **Completed**  ✔Yes 🗆No | **Completed**  ✔Yes 🗆No | **Completed**  ✔Yes 🗆No | **Completed**  🗆Yes ✔No  *Ran out of time* | **Completed** ✔Yes 🗆No | ✔Yes 🗆No  **If Yes, List Changes:**  *Changed names in role-play* |
| **Date lesson completed:** 10/01/14 |

**CURRICULUM LOG**

|  |  |  |
| --- | --- | --- |
| **Curriculum/Program Name:** | **Grade:**  **Lesson:** | **Facilitator Name:**  **School/Site:** |

**Completion of Lesson Activities**:

Indicate which of the activities were completed during the class period by checking YES or NO. If an activity was not completed, please note which part of the activity was not completed and why.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Activity I:** | **Activity II:** | **Activity III:** | **Activity IV:** | **Activity V:** | **Did You Make Any Changes to Fit Your Class Needs?** |
| # of Students in class period ­\_\_\_\_ | **Completed**  🗆Yes 🗆No | **Completed**  🗆Yes 🗆No | **Completed**  🗆Yes 🗆No | **Completed**  🗆Yes 🗆No | **Completed** 🗆Yes 🗆No | 🗆Yes  🗆No  **If Yes, List Changes:** |
| Date lesson completed \_\_/\_\_/\_\_ |
| # of Students in class period ­\_\_\_\_ | **Completed**  🗆Yes 🗆No | **Completed**  🗆Yes 🗆No | **Completed**  🗆Yes 🗆No | **Completed**  🗆Yes 🗆No | **Completed** 🗆Yes 🗆No | 🗆Yes  🗆No  **If Yes, List Changes:** |
| Date lesson completed \_\_/\_\_/\_\_ |
| # of Students in class period ­\_\_\_\_ | **Completed**  🗆Yes 🗆No | **Completed**  🗆Yes 🗆No | **Completed**  🗆Yes 🗆No | **Completed**  🗆Yes 🗆No | **Completed** 🗆Yes 🗆No | 🗆Yes  🗆No  **If Yes, List Changes:** |
| Date lesson completed \_\_/\_\_/\_\_ |
| # of Students in class period ­\_\_\_\_ | **Completed**  🗆Yes 🗆No | **Completed**  🗆Yes 🗆No | **Completed**  🗆Yes 🗆No | **Completed**  🗆Yes 🗆No | **Completed** 🗆Yes 🗆No | 🗆Yes  🗆No  **If Yes, List Changes:** |
| Date lesson completed \_\_/\_\_/\_\_ |
| # of Students in class period ­\_\_\_\_ | **Completed**  🗆Yes 🗆No | **Completed**  🗆Yes 🗆No | **Completed**  🗆Yes 🗆No | **Completed**  🗆Yes 🗆No | **Completed** 🗆Yes 🗆No | 🗆Yes  🗆No  **If Yes, List Changes:** |
| Date lesson completed \_\_/\_\_/\_\_ |

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