

Curriculum Development Steps

Please review the required steps for developing a curriculum before submitting your proposal. Authors are responsible for ensuring all steps are followed. More information and required forms can be found on the [Publishing Guidelines for Faculty](https://www.uidaho.edu/extension/publications/about/publishing-guidelines) webpage.

1. Before you begin
   1. Human research protections — If your curriculum contains evaluations procedures and instruments that involve human subjects, obtain documentation indicating UI Institutional Review Board approval, if necessary (see [Human Research Protections website](https://www.uidaho.edu/research/faculty/research-assurances/human-protections) for more information).
   2. Consider discussing your idea with the appropriate UI Extension topic team to get input on factors such as need, priority and scope.
2. Submit the curriculum proposal form to Manuscript FastTrack
3. Develop your curriculum
4. Have the curriculum reviewed by a curriculum development specialist   
   (see Publishing Guidelines for Faculty webpage for corresponding form)
5. Conduct pilot testing
   1. Phase 1. You, the author(s), conduct two, separate trial runs of the entire curriculum, fill out the Curriculum Pilot Testing Form for Authors and revise your curriculum as needed.
   2. Phase 2. Ask two educators with no prior exposure to the curriculum to pilot test it, fill out the Curriculum Pilot Testing Form for Educators afterward and return it to you. Revise your curriculum as needed.
6. Submit your curriculum to Manuscript FastTrack for double-blind peer review

Your submission must include the following:

* Curriculum manuscript
* Curriculum development specialist review form
* Pilot testing forms (authors’ and those from at least two educators who are not authors)
* Documentation of UI Institutional Review Board approval, if necessary, for research involving human subjects.

1. **Submit your final files to Extension Publishing**After your curriculum has been accepted for publication, [review our guidelines](https://www.uidaho.edu/extension/publications/about/publishing-guidelines) for submitting final text and graphics



Curriculum Proposal Form

Please submit this completed form to [FastTrack](http://uidaho.expressacademic.org/login.php) before writing the manuscript for a UI Extension curriculum. (The document “type” for your proposal submission is “proposal, curriculum.”) Feel free to contact us with any questions you may have at [calspubs@uidaho.edu](mailto:calspubs@uidaho.edu).

1. AUTHOR(S)

List the name, affiliation and contact information for the corresponding author, plus the name and affiliation of each co-author.

* 1. Corresponding author
  2. Other authors

1. PROPOSED TITLE
2. ALIGNMENT

Does this project align with one of the Priority Extension Themes (PET)?  Yes  No

1. DESCRIPTION

Briefly describe your curriculum, its approach and your purpose in writing it. Include a one-sentence statement summarizing the curriculum's scope and content followed by a paragraph of no more than 250 words.

1. AUDIENCE
2. Learner audience. Describe the learner audience (age, gender, income, occupation, education level, physical location, lifestyle, other relevant information).
3. Instructor audience**.** Describe the people and organizations who will purchase and deliver this curriculum. What positions do they hold? For what organizations or businesses do they work?
4. CONTENT
5. Learning objectives**.** Please state at least three things learners will be able to do after completing the curriculum.
6. Outline. The outline provides an overview of the entire curriculum. Lesson headings should be followed by subheads or paragraphs that explain the content at a greater level of detail, including lesson objectives.
7. Learner engagement strategies. What teaching strategies do you expect to employ (video clips, demonstrations, discussions, hands-on activities, field experiences, social media, virtual reality, other)?
8. Artwork. Will your curriculum incorporate photography, graphs or other artwork? If so, you will need to secure permissions from the rights holders.
9. ASSESSMENT

How will you measure learning or behavior change?

1. MARKETING
2. Selling points. Give three key selling points for your curriculum — that is, why will your target instructors buy and implement your curriculum?
3. Competition**.** What other resources are available to meet the targeted needs of the learner audience? How will this curriculum differ from and be better than those resources?
4. Price**.** How much do you think your target instructors will be willing to pay for the curriculum?
5. Promotion**.** What events, mail/email lists, and other tactics can be used to promote the curriculum among your target instructors? Be as specific as possible, giving, for example, the names of specific conferences and mail/email lists you can obtain.
6. FUNDING

Describe your funding plan for this curriculum (e.g., grant funds, UI Extension curriculum funds).

1. DEADLINE

By what date do you need the curriculum and why?

1. REFEREES (PEER REVIEWERS)

Please provide the names, affiliations and email addresses of two to four experts we could ask to review your curriculum. (Note: We may not necessarily approach them.) They do not need to be University of Idaho faculty or staff.

1. FURTHER INFORMATION.

Please add any information that you think may be helpful to us in evaluating this proposal.