

Cooperative Satellite Learning Project (CSLP)
Example Work book.

CSLP Technical Workbook Series

Example Workbook

By
Marilyn Glass

October 1996



Cooperative Satellite Learning Project
(CSLP)

Table Of Contents

| | |
|---------------------------|---|
| Introduction | 3 |
| I. Major Topics | 3 |
| II. Activities | 5 |
| III. Outreach Projects | 6 |
| Appendix A, Abbreviations | |

INTRODUCTION

The purpose of this workbook is to give future authors of CSLP material an example to follow. You do not need to use this format, I will gladly take any input, in any format you provide and thank you for your efforts. I would like a standard format for CSLP material, and if I provide you with an example before you do your work, then I (student workers) will do less work converting.

This format is not set in stone. If it does not meet your needs, or you have an ideal on how to improve it, please let me know. If you would like a electronic version, I wrote this in Microsoft Word, and would be happy to provide it to you.

I. Major Topics

Number major topics by Roman numerals, centered, bold and 14 point type.

A. Sub-Topics first level

The first level of sub-topic should be numbered with Capital letters, left justified, bold, underlined, and 12 point type.

B. Reference Figures

We want to keep figure references simple, yet you do not want to re number all figures when one has been added or delete. If your "Major Topic" is not real long, around 5 pages, use the Roman numeral as the identifier. See figure I - 1. If the "Major Topic" is extensive you may use the first sub-topic as the identifier. See figure B - 2.

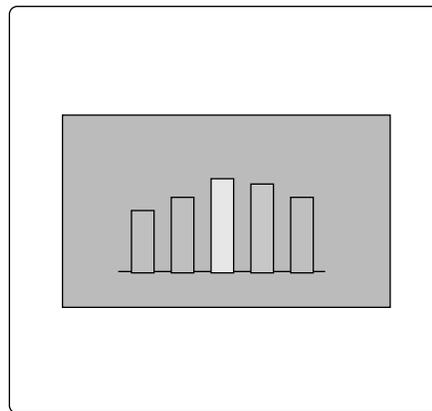


Figure I - 1

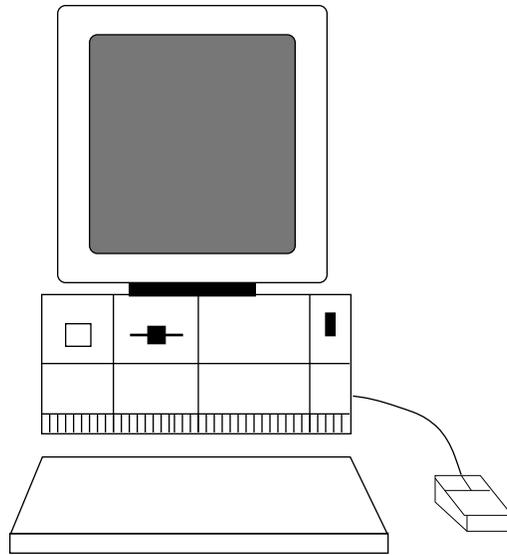


Figure B - 2

C. Sub-Topics Second Level

Second Level Sup-topics should have the following characteristics:

- 1. Number with numbers** - Use English numbers to count the second level sub-topics.
- 2. Left justified** - Each second level sub-topic should be left justified.
- 3. Bold text** - Use bold text for this level of topics
- 4. 12 point** - Use the same size fount as the text which is 12 points. If you require a third level of sub-topics use the following format for them.
 - a. Number with lower case letters.
 - b. Left justified.
 - c. Plain text.
 - d 12 point text.

D. Recap

Periodically though out the document include Recap of the material. This mini quiz will help the student think about what was covered .

Recap

1. What is the objective of this document?
 2. Should you use lower case letters, capital letters, or Roman numerals to number major topics? _____
 3. What size font is a second level sub-topic? _____
-

1. Give CSLP authors an example
 2. Roman numerals
 3. 12 point
-
-

II. Activities

Activities help make subjects more understandable and to demonstrate some of the difficulties that occur. They put personal experience behind concepts. Activities should be located near the material which that activity helps reinforce.

Activity Name: Example Activity

Objective: the objective of this activity is to teach the student how to write a standard CSLP document.

Time Requirement: Write one line on how long the average activity takes

Prerequisite Skills: If there are any skill required like algebra, or trig., state them here.

Materials: List any materials which are needed for this activity

Preparation: Describe any preparation needed to do the activity.

Procedure: write a details procedure for the activity. If you need to break the procedure up into sub-topics use the same format as above.

Conclusion: This section is for recapping what was learned, and summarizing the information.

III. Outreach Projects

Outreach projects give students real life experiences. Students teach others about what they have learned in a comprehensive approach to enhance and encourage science education. Like activities outreach projects should be located near the material which relates to the outreach project.

Outreach Activity Name: Example Outreach Activity.

Objective: the objective of this outreach activity is to bring what was learned to the community.

Time Requirement: One three class periods to prepare for presentation,
One hour to present.

Prerequisite Skills: Knowledge of ...

Materials: White board
View Graphs
Demonstration Materials

Preparation: Describe any preparation needed to do the outreach activity.

Procedure: write a details procedure for the activity. If you need to break the procedure up into sub-topics use the same format as above.