

Guidelines for Authors of Annual Lesson Series to Address Extension's Grand Challenges

This short lesson format is designed to be an introductory or awareness piece. Lessons written for the Annual Lesson Series should be discussed and approved by at least one program focus team (PFT) and supports work identified in at least one of the state-wide action plans and have an appropriate research base. Consultation and approval by a subject matter specialist within the PFT is required **prior** to submitting the application for a new or updated Annual Lesson. A lesson in this series may lead to further lessons or a curriculum that you have produced, plan to produce, or it may be a topic around which you just want to create awareness.

These lessons will be used by agents in a wide variety of ways. Secondly, the Educational Program Committee of the Kansas Association of Family and Community Education will select three lessons per year to be used by their organization.

Each lesson consists of two components: (each will be a numbered publication available on line and through the Communications Bookstore).

- A fact sheet – four pages
- A leader's guide – four pages

Fact Sheet:

Fact sheets are given to each participant at a meeting or it may be distributed without a lesson.

The fact sheet should include:

- Any information that you want the participant to take with them
- Only a few key concepts
- References
- An acknowledgement of reviewers/contributors
- It may also include sources for further information

Format:

- Four pages
- 14 point type
- Plenty of white space for ease of reading
- Graphics or at least graphic ideas to make it attractive to the audience. Submit graphics as a separate file from your lesson.

Leader's Guide:

Content:

This piece will be used by the person who will teach the lesson and may also be used for self-study.

The Leader's Guide should include:

- Lesson objectives
- Intended audiences (may include, but not exclusive to FCE groups)
- Introduction to the topic
- Suggestions for leaders to do ahead of time (for example: familiarize yourself with lesson, check websites for more information, assemble materials, copy materials, etc.)
- Lesson information with suggested delivery methods (use interactive methods when possible)
- Community awareness activities
- A brief evaluation (what you would like to learn from the audience about the lesson materials, audience behavior, etc.)
- References
- An acknowledgement of reviews/contributors
- It may include sources of further information or other materials that are available through the county extension offices.

Format:

- Four pages
- At least 12 point type
- Easy to follow
- Understandable to those with no prior knowledge of topic

Evaluation

Evaluations must be part of all Annual Lessons and entered into the PEARS system through the appropriate PFT.

Proposal Submission Time Line: June 1 – August 1, current year

Approved, completed lessons can be submitted at any time during the following months, but no later than February 1, to allow adequate time for editing and formatting by our KSRE Communications staff.

- Submit a PFT approved Annual Lesson using the Annual Lesson Series Application Form. Each application requires at least two proposed reviewers (agents, please have a specialist in the area of the lesson be one reviewer and specialists need to have an agent as a reviewer).
- Approval of subject matter specialist within the PFT.
- The PFT state leader representing the approving PFT will submit the Annual Lesson Application Form on behalf of the author.
- A PFT leader will sign and then email the approved Annual Lesson Series Application Form to Julie Riniker, (jriniker@ksu.edu) by August 1.

August, current year to January, the following year

- Prepare manuscripts of fact sheet and leader guide
- Have the manuscripts reviewed by two or more individuals (agents, please have a specialist in the area of the lesson be one reviewer and specialists need to have an agent as a reviewer)
- One must have expertise in the content area
- One may be an agent who might deliver the lesson

February 1, following year (please do not change the title of the lesson after this time)

Submit manuscripts and any art or design suggestions to Julie Riniker, (jriniker@ksu.edu),
AND Linda Gilmore (lindagi@ksu.edu) in Extension Communications

February to April, following year

- Editor works with author and graphic designer to create, revise, review and finalize documents. Please submit graphics or graphic ideas to the author.
- Author should submit final lesson materials to all reviewers prior to submitting for publication.

May, following year-

Electronic draft posted on publications website for agent ordering

June 1, following year-

Orders due and printing scheduled

June to September, following year

- Printing complete
- Publications delivered to counties and to FCE, if appropriate
- Author presents a one hour training to FCS agents
- Author presents a one hour training to FCE, if appropriate (time varies and could be September)