

Collaborative Project Checklist

Project Title: _____

Curriculum Areas: _____ Thematic Unit: _____

Check :	Notes:
<input type="checkbox"/> Project title is interesting and clearly reflects the activity.	
<input type="checkbox"/> Clear project summary describes what students will learn in 50 words or less (approximately 255 characters long).	
<input type="checkbox"/> Goals and objectives for student learning are clearly stated.	
<input type="checkbox"/> Time line for project is clearly stated (includes all important deadlines including initial contact, registration, delivery of materials,...).	
<input type="checkbox"/> Information to be exchanged during project is clearly stated.	
<input type="checkbox"/> Method of project's information exchange is clearly stated.	
<input type="checkbox"/> Required technologies needed to complete this project are clearly stated.	
<input type="checkbox"/> Number of participants that can join this project is clearly stated.	
<input type="checkbox"/> Targeted audience for exchanging information is clearly identified.	
<input type="checkbox"/> If project is on the Internet, the URL is included.	
<input type="checkbox"/> Detailed project description is included.	
<input type="checkbox"/> Required contact information to join the project is clearly stated (email address/name of contact person/school name/age of students/city/state,...).	
<input type="checkbox"/> Who participants can contact for more information is clearly stated.	
<input type="checkbox"/> Assessment measures the learning outcome and learning outcomes restate the learning standards.	