



**2014 Cross-Curricular Challenge
PROJECT CHECKLIST
Document Owner: Lead Teacher**

Every BIG IDEAS project is unique. This project checklist is meant to be a guideline only. Timeline and actual task list will vary from project to project.

Some suggestions on best practice based on past BIG IDEAS projects:

- Project supported by school principal and parents
- Joint project ownership and shared commitment to inquiry-based learning by all stakeholders
- Integrate the project into the core curriculum learning process rather than as a special project.
- Ensure the *Enduring Understanding* and *Guiding Questions* are visibly in display and clearly understood by all team members. Refer to these core learning objectives throughout the process.
- Anticipatory planning and an achievable timeline with built-in time for student peer interaction
- Ensure required resources (equipment, facility, materials, support resources) are available ahead of time
- Collaborative classroom management with guest educators
- Clearly defined roles and responsibilities. Provide easy access to project documents (project plan, checklist, unit plan, classroom session plans) by the team: teachers, artists, subject matter experts
- Encourage a team culture of student centric learning, creativity, flexibility and open communication
- Focus on engagement and foster independence through student inquiry (process driven rather than product focus)
- Keep parents informed through blogging and distributing a school newsletter
- Keep open dialogue with the Vancouver Biennale Education team
- Most importantly, be ready to enjoy the experience!



Jan – Feb, 2014

Project Planning:

- January 15: Participate in Vancouver Biennale BIG IDEAS Sharing Session
- Refer to your completed registration form as the starting point of your project plan
- Set up document folders (suggest use of collaborative tools such as Google Drive)
- Discuss your project ideas with assigned program advisor through Skype/phone
- If applicable, discuss and establish cross-curricular access with other subject teachers
- If applicable, contact artist to brainstorm and formulate challenge or creation workshop
- If applicable, contact subject matter expert to discuss what topics would be of interest to the students
- Draft project plan document & schedule summarizing the above planning sessions (*Biennale template*)
- If applicable, confirm workshop sessions with artist/subject matter expert
- Update project plan and provide access to all team members for confirmation with copy to program advisor and Vancouver Biennale Education

Project Preparation:

- Handout and collect completed Biennale consent forms and return before project start
- Develop classroom session plans from unit plans
- If applicable, check in with other subject teachers on a regular basis and share experience
- Source any required supporting materials and resources
- Plan and schedule Biennale field trip and on-site challenge activities
- If applicable, review and approve artist workshop plan and details
- Confirm artist workshop schedule as applicable
- If applicable, review and approve subject matter expert session outline
- Confirm subject matter expert schedule as applicable
- If applicable, source required equipment/facility/materials for artist workshop
- Request additional resources as applicable
- Finalize project plan and provide access to all team members with copy to program advisor and the biennale office



Mar – May, 2014

Project Execution:

- Put up BIG IDEAS Poster in classroom (*Biennale poster*)
- Mark Enduring Understanding and Guiding Questions on the poster
- Introduce Vancouver Biennale & BIG IDEAS program to students (*Biennale Powerpoint*)
- Begin inquiry challenges in class and adjust project/session plan as required
- Document the process: journals, photos and/or videos
- Share and discuss project progress with program advisor through Skype/phone
- Meet with other subject teachers to share ideas and progress
- Continue with inquiry challenges per session plan and adjust as required

Project Wrap Up:

- Schedule and conduct project reflection session
- Inform Vancouver Biennale project reflection date to schedule video shot/interview
- Complete learning case document and send to Vancouver Biennale Education (*Biennale template*)
- Select and send in 10 high-res project photos to Vancouver Biennale Education
- Share any new unit plan(s) and session details plans (optional) with Vancouver Biennale Education
- May 28: Participate in Vancouver Biennale BIG IDEAS Annual Celebration & Dialogue Session

We appreciate your participation and generosity in sharing your BIG IDEAS!

Vancouver Biennale Education Contact:

By Mail: Vancouver Biennale BIG IDEAS Education Program
290 West 3rd Avenue, Vancouver, BC V5Y 1G1

Fax/email: 604-707-1109/jessica@vancouverbiennale.com