1. *What exactly needs to be submitted to the district for review?*
	1. The **semester plan** of the overall course with the extensions highlighted to AP/IB or other advanced coursework for all objectives that are being extended. Those standards that are already found in the Standard Course of Study are NOT extensions.
	2. **One unit plan** (on conceptual planning template) for the course that has the honors course code and found on the list that will be reviewed.  The unit should be for a standard course with the honors extensions highlighted. The reviewers from last year recommended this so that the extensions would be clearly seen in each plan. Required unit plan template example attached.
	3. **Three lesson plans** from the unit that was submitted. These lessons MUST demonstrate the extensions listed in the unit.
	4. **Student work** from those lessons that were submitted so the reviewers can see the level of work the students are being asked to complete.
	5. **Optional** checklist/explanation document.
2. *How does this need to be submitted?*
	1. All information will be submitted to the Division of Academic Innovation via email in 2 pdf files.
	2. Do **NOT** submit documentation in more than two files or through Google Drive or Dropbox.
	3. Use the following naming conventions for your files:
		* 1st pdf: School name abbreviation\_ Honors\_ Course name\_A (NHS\_Honors\_Biology\_A)
		* 2nd pdf: School name abbreviation\_ Honors\_ Course name\_B (NHS\_Honors\_Biology\_B)
	4. The 1st pdf document (document A) must contain (*in this order*):
	* *optional* worksheet document (*recommended but not required*)
	* the semester plan (with honors extensions highlighted)
	* the unit plan (with honors extensions highlighted)
	* three lessons from the unit submitted (with honors extensions highlighted)
	1. The 2nd pdf document (document B) must contain all other artifacts:
		* student work samples (should show honors level work)
		* assessment samples (should show honors level work; it is not necessary to include the entire assessment)
	2. The subject line in the email should read school name and subject (Northside High School Honors Biology)
	3. Emails will be sent to Michelle Chadwick (michelle.chadwick@onslow.k12.nc.us).
3. *Who do I contact if I can’t locate my feedback or if I have questions about the feedback?*
	1. Michelle Chadwick (michelle.chadwick@onslow.k12.nc.us)
	2. We have kept copies of all the units that were submitted and the feedback from the reviewers.
4. *Who will be reviewing the units?*
	1. Teachers from across the county have been invited to be a part of the subject specific review teams.  Feedback will be given and examples of a semester plan and unit plan for each subject will be posted at the beginning of the 2017-2018 school year.
5. *Does each subject have to submit using the unit template provided on the OCS website?*
	1. Yes. The template can be found at <http://academicinnovation.weebly.com/honors-courses-hs.html>.
	2. The template located on the NCDPI website will **NOT** be accepted.
6. *Is there a specific template for lesson plans?*
	1. No, but a sample lesson plan template can be found at <http://academicinnovation.weebly.com/honors-courses-hs.html>
7. *What will happen to the course that is being offered that doesn’t do so well during the review?*
	1. A conversation will begin between the team that submitted and those who were a part of the review process.  This is a process to move instructional practice forward, not to stop schools from offering courses.  This process is meant to be collaborative in the end.  All courses that submit a unit for review will be able to continue to offer that course at their school site. If a mistake has been made during the review of a unit we will be happy to change the review and resend.
8. *Who do I contact if I need assistance creating the pdf files?*
9. All technology questions should be directed to the Digital Learning and Teaching Facilitator on your campus.
10. *Who do I contact if I have other questions about the review process or the requirements?*
	1. Email Michelle Chadwick (michelle.chadwick@onslow.k12.nc.us) OR
	2. Each school will have 2 Honors Contacts that have received training at the district office.