



Appendix C

Museum School Program Development Template

Appendix C Contains:

- Template for Program Overview Page
- Template for Program Research Page
- Template for Activity Description Page

The Museum School Program Development template is used throughout Module Four: Program Development Strategies. It is broken into three pages: program overview, which addresses the logistics and outcomes of program development; program research, which is the foundation of the program; and an activity description page for each activity in the program.

The template is also available as a Microsoft Word document so that it can be completed on your own computer. Download the template from the Nova Scotia Museum's Toolbox for Museum School Programs Website. (museum.novascotia.ca/toolbox).



Program Overview Page

“Program Title”

Program Highlights (Description for Marketing Purposes):

Content and Outcomes

Overarching Objective: <i>(1 sentence containing 1 idea that describes what the program is about.)</i>	
Curriculum Outcomes addressed by this program:	
IMP Content Area:	

Basic Logistics

Grade:			
Program Created by:		Date of Creation:	
Program Updated by:		Date of Update:	
Development Partners:			
Program Availability:			

Program Structure

Program Length:			
Maximum Group Size:			
Student Groupings:			
Facilitation – # of Staff:		# of Volunteers:	

Program Outline

Activity	Location	Time	Featured Objects
Introduction			
Activity			
Activity			
Activity			
Conclusion			



Museum
School Program
Development
Template

Program Research Page

“Program Title”

Research

Background Information:

Sources and References:



Activity Description Page

“Program Title”

Activity: “Activity Title”

Activity Highlights (Short Description for Marketing Purposes):

Activity Logistics

Location	Time	Materials
Purpose of Activity:		
Curriculum Outcomes addressed by this activity:		
Set-Up:		

Step-by-Step Procedure

Timing	Instruction	Possible Script

Additional Information

Possible Discussion Questions for Extension:	
Suggestions for Modifications:	
Safety Considerations:	