



## 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](http://museum.novascotia.ca/toolbox)).



## Program Overview Page

### “Program Title”

Program Highlights (Description for Marketing Purposes):

### Content and Outcomes

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

### Basic Logistics

<b>Grade:</b>	
<b>Program Created by:</b>	<b>Date of Creation:</b>
<b>Program Updated by:</b>	<b>Date of Update:</b>
<b>Development Partners:</b>	
<b>Program Availability:</b>	

### Program Structure

<b>Program Length:</b>	
<b>Maximum Group Size:</b>	
<b>Student Groupings:</b>	
<b>Facilitation – # of Staff:</b>	<b># of Volunteers:</b>

### Program Outline

Activity	Location	Time	Featured Objects
<b>Introduction</b>			
<b>Activity</b>			
<b>Activity</b>			
<b>Activity</b>			
<b>Conclusion</b>			



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
<b>Purpose of Activity:</b>		
<b>Curriculum Outcomes addressed by this activity:</b>		
<b>Set-Up:</b>		

### Step-by-Step Procedure

Timing	Instruction	Possible Script

### Additional Information

<b>Possible Discussion Questions for Extension:</b>	
<b>Suggestions for Modifications:</b>	
<b>Safety Considerations:</b>	