

# GENERAL GUIDELINES FOR CURRICULUM COLLECTION AND SOLICITATION

The “General Materials Collection” section of the web site will include a collection of web-based curricula, either actual web sites or specific curriculum items, submitted to MatEd for posting. MatEd welcomes any and all curriculum submissions; all appropriate items will be reviewed and posted once accepted.

The “Core Competency Modules” section of the web site is where curriculum will be posted to meet specific competencies. This may include submitted materials and/or MatEd developed materials. This is where faculty will find materials-related mini-modules for integration into their manufacturing and engineering courses.

Top priority for MatEd web site curricula will be for curricula that relates directly to the top core competency needs for technicians, as determined in MatEd’s core competency study.

Each item that is posted must follow the MatEd format (attached) and have, at minimum, an abstract of 250-450 words suitable for easy review by faculty.

Curriculum previously copyrighted and curriculum available on another web site will be listed as such, with an abstract and directions as to where to find the material. Initial review by MatEd reviewers will be provided.

With author’s permission, curricular materials that are public may be provided in full on the MatEd web site provided that they meet MatEd curricula guidelines and focus specifically on materials competencies.

All curriculum materials posted on the MatEd web site must have been reviewed by at least 2 reviewers who recommend publication. Content editors will correspond with authors regarding the results of the review and any modifications needed before posting; the Coordinating Editor will adjudicate any conflicts that may arise.

All curriculum materials approved for publication will be forwarded to the Coordinating editor for a final format check and for web site posting.