

Style Guide for Onsite Course Outline

Formatting Guidelines	
In this field...	<p>Use title case conventions: capitalize all words except for prepositions and conjunctions (e.g., to, by, for, with, and, or...)</p> <p>Do not punctuate unless you need a question mark or exclamation point</p> <p>Do not use bullets</p>
In these fields...	<p>Use list conventions: capitalize the first word and proper nouns only</p> <p>Do not punctuate unless you need a question mark or exclamation point</p> <p>Do not use bullets</p>
In this field...	<p>Use sentence conventions: capitalize and punctuate like typical prose writing.</p> <p>Do not use bullets.</p>

FORMATTED SAMPLE MODULE: **Creativity 101** Module 4

Topic:	<p>Generating Creative Ideas OR Creativity: Idea Generation OR Creativity, Part 1</p>	<p><i>There are many ways to name topics, but keep them brief (3-5 words). If a topic will span more than one module, break it into "Parts".</i></p>
Notes:	<p>Complete (week 4) teacher evaluations online Check your dashboard for progress grades next week</p>	
Lecture/Demo:	<p>Where do novel ideas come from? Key creativity researchers: R. Epstein and Csikszentmihalyi Divergent thinking techniques: free association, "what if" thinking Daily creativity practice and flexible thinking Importance of playfulness</p>	
Activity:	<p>Discuss how you come up with your best ideas Compare and contrast famous creatives' techniques for generating ideas Critique homework Practice divergent thinking techniques</p>	
Assignment:	<p>Read and prepare to discuss Chapter 5 "THINK" in <i>Zig Zag</i> (Sawyer). Midterm Project Ideation: Submit a mood board for your midterm project, experimenting with techniques from this module. Reflection: Write what you learned from in-class work and reading (250-500 words). Compare and contrast the techniques you tried and how well they worked.</p>	