



May 31, 2007

To All Publishers, Producers and Distributors

Punjabi Language and Culture Nine-year Program for Grades 7 to 9 Call for Resources (CFR–0710)

Alberta Education invites you to submit print, nonprint and digital **student** and **teaching** resources that will assist in the implementation of Alberta’s Punjabi Language and Culture Nine-year Program Grades 7–9.

The primary purpose of this call is to identify basic, support and teaching resources that support both the philosophy and outcomes in the *Punjabi Language and Culture Nine-year Program Grades 7–9 (May 2007 Field Validation Draft)*.

Resources that are presently authorized in Alberta for the Punjabi Language and Culture Nine-year Program, Grade 4 to Grade 12, should **not** be resubmitted at this time; however, **new editions or new versions of authorized resources will be accepted** for review. If you are submitting a new version or edition of an authorized resource, please provide detailed information that outlines the changes made to the resource since it was authorized and indicates where the changes occur (see *Component 7*).

For a listing of the authorized resources for the Punjabi Language and Culture Nine-year Program, please go to Alberta Education’s Web site at <<http://www.education.gov.ab.ca/lrdb>> to access our searchable database of authorized resources.

Accurate information about the number, type and format of materials to be submitted is required to plan the resource review. If you intend to submit materials for this call (CFR–0710), please:

- complete and return an “Intent to Submit Form” (*Component 8*) for **each resource or series of resources**. Make as many copies of this form as you require. The form(s) must be returned by fax at 780–415–1377 by **Friday, July 13, 2007**, and addressed to Chantal Aubé.

Note: *Resources for which no “Intent to Submit Form” was received will be reviewed only if time permits.*

- submit your resource(s), accompanied by all applicable parts of the completed **Resource Submission Forms** (*Component 3*) for each resource or series of resources, postmarked or date stamped by **midnight, Friday, August 31, 2007**, and addressed to Chantal Aubé (see *Component 2* for address.)

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Alberta Education does not purchase resources being considered for possible authorization. If a resource is authorized, we will retain the evaluation copies. Resources found not suitable during the review process will be returned.

A Call for Resources does not constitute an offer to contract. Therefore, there is no requirement to accept any resources submitted that do not meet the evaluation criteria in this call, as determined by Alberta Education.

For further information, please contact:

James Hamilton

Tel.: 780-644-5058

Toll free within Alberta: 310-0000

Fax: 780-422-0576

E-mail: James.Hamilton@gov.ab.ca

Re: Punjabi Language and Culture Program

Nausicaa Rogoz

Tel.: 780-422-0016

Toll free within Alberta: 310-0000

Fax: 780-415-1377

E-mail: Nausicaa.Rogoz@gov.ab.ca

Re: Resource Review and Selection Process

Your assistance in helping us identify high quality Punjabi Language and Culture resources for Alberta students and teachers is greatly appreciated. We look forward to receiving your submissions.

Sincerely,

[Original Signed]

Stella Shrum

Acting Director

Learning and Teaching Resources Branch

Attachments

Punjabi Language and Culture Nine-year Program for Grades 7 to 9 Call for Resources (CFR-0710)

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Punjabi Language and Culture Nine-year Program for Grades 7 to 9 Call for Resources (CFR–0710)

INFORMATION BULLETIN

The primary purpose of this call is to identify **basic, support** and **teaching** resources¹ that can assist in the implementation of Alberta’s *Punjabi Language and Culture Nine-year Program Grades 7–9*. The *May 2007 Field Validation Draft* of this program is available on the Alberta Education Web site at http://www.education.gov.ab.ca/k_12/curriculum/bySubject/languages/field.asp.

Component 6 provides a list of resources that will be **excluded** from this review.

SUBMISSION GUIDELINES

For purposes of this call for resources, the following terms and conditions apply:

- a. Student and related teaching resources are requested.
- b. Print, nonprint and digital resources will be accepted. Resources will only be accepted in contemporary and widely used formats (e.g., VHS videos; DVDs; software requiring Macintosh Operating System OS X or higher or Windows 2000 Operating System or higher; interactive multimedia; CD-ROMs.) Software operating on anything older than Windows 2000 or Macintosh OS X will **not** be accepted.

If a program is available in more than one format, each format must be submitted in order to be considered. It is desirable for resources to meet the technical specifications available at http://www.learnalberta.ca/Developers/Content_Development_Technical_Specifications.pdf.

- c. **Punjabi** language resources are requested; however, resources in Punjabi and/or English are also acceptable. Please indicate the language of the resource on the “Resource Submission Form” (*Component 3*, Part 3.1.)
- d. If you are submitting a new edition of a resource authorized by Alberta Education for the Punjabi Language and Culture Nine-year Program, Grade 4 to Grade 12, please provide detailed information (see *Component 7*) that outlines the changes made to the resource since it was authorized and indicates where the changes occur.

For a listing of the authorized resources for the Punjabi Language and Culture Nine-year Program, please go to <http://www.education.gov.ab.ca/lrdb> to access our searchable database of authorized resources.

Note: *New versions or new editions of Alberta authorized resources must be submitted and reviewed within this call before they can be designated as authorized resources.*

- e. Please indicate on the “Resource Submission Form” (*Component 3*, Part 3.1) whether the resource is or can be made available in alternate formats such as Braille, audio or large print.

Note: *Resources in alternate formats may be required for use by students who are visually impaired or print-disabled.*

- f. Demonstration, sample or Beta software will **not** be accepted as part of this call.

¹ For definitions of the different types of authorization categories for student and teaching resources, please refer to **Component 5**.

- g. Resources must be at least in their final form. Please refer to *Component 5* for our definition of “final form.”
- h. Publishers and producers may submit supplementary information about additional resources under development. Alberta Education will contact the publisher/producer if there is interest in viewing these materials.

SUBMISSION INSTRUCTIONS

1. Indicate your **intent** to submit resources in response to this CFR by completing and forwarding an “Intent to Submit Form” (*Component 8*) to Alberta Education by **Friday, July 13, 2007**. Complete one form **for each resource or series of resources** to be submitted.

Each form should indicate:

- general information related to publishers and the resource title
- the grade level(s) and format for each component (e.g., print, CD, DVD)
- the number of components to be submitted.

2. Your submission must include:

- a. The following number of copies of each resource:

- print 2
- digital 2 (e.g., CD, CD-ROM, DVD)
- nonprint 1

- b. A completed set of **resource submission forms** (*Component 3*) for **each resource or series of resources**. Resources received by the deadline but without a completed set of forms will not be considered.

Please make as many copies of the **resource submission forms** as you need.

3. Your submission(s), including completed applicable **resource submission forms** (*Component 3, parts 3.1 and 3.2*) for **each resource or series of resources**, must be **postmarked or date stamped by midnight Friday, August 31, 2007**, and addressed to:

ATTN: CHANTAL AUBÉ
 RESOURCE MONITOR
 PUNJABI LANGUAGE AND CULTURE 9-YEAR PROGRAM (7–9) (CFR–0710)
 LEARNING AND TEACHING RESOURCES BRANCH
 ALBERTA EDUCATION
 FINANCIAL BUILDING, 7th FLOOR
 10621 – 100 AVENUE
 EDMONTON AB T5J 0B3

Mark clearly on each resource, bundle of resources or on the outside of the shipment the call reference number (**CFR–0710**).

4. If you are shipping from outside Canada, in order to expedite Customs clearance, you are requested to:
- write “Government of Alberta” as the first line in the address, and
 - indicate clearly on your packaging that the contents are **“For Educational Evaluation Purposes Only.”**

CALL FOR RESOURCES TIMELINES

Publishers are required to submit the following to Alberta Education (postmarked or date stamped by midnight), by the dates indicated below:

- July 13, 2007** – **“Intent to Submit Form”** for **each resource or series of resources**
Note: Materials submitted by the deadline for which no completed “Intent to Submit Form” was received will be reviewed **only if time permits**.
- August 31, 2007** – **Resource Submission(s)**
Notes:
- If all submission requirements have been met, your resource(s) will proceed to the review phase.
 - Submissions postmarked or date stamped after this deadline or without completed **resource submission forms** (*Component 3, parts 3.1 and 3.2*) for **each resource or series of resources** will **not** be considered and will be returned to source.

Alberta Education will send written correspondence to publishers about the following, on or before the dates indicated below:

- October 1, 2007** – Acknowledgement of the **receipt of your resource submission(s)**.
- May 30, 2008** – Notification of the **final outcome of your submission(s)** to this call for resources.

Submission Deadline
August 31, 2007

Punjabi Language and Culture Nine-year Program for Grades 7 to 9 Call for Resources (CFR–0710)

RESOURCE SUBMISSION FORMS

(An electronic version of **parts 3.1 and 3.2** is available in Microsoft Word 2003 format in the Call for Resources package CFR–0710 posted at <http://www.education.gov.ab.ca/resources/calls/>.)

IMPORTANT NOTES:

Each submission for each grade level must be accompanied by a:

- *Resource Submission Form (Part 3.1)* and
- *Curriculum Congruency Form (Part 3.2)*.

INSTRUCTIONS FOR COMPLETING THE FORMS

PART 3.1: RESOURCE SUBMISSION FORM

1. Publisher/Producer/Distributor Information

Ensure that the information is accurate. We will direct all resources, correspondence and questions to the contact person identified in this section. For any changes in contact information, please communicate with Chantal Aubé (see *Component 2* for details). This section is also required to maintain an up-to-date and accurate listing of the publishers, producers and distributors of resources submitted.

2. Intended Use of Resource

Indicate the primary user (student and/or teacher) of the resource as well as the grade level(s) and/or course(s) for which the resource is best suited. Check all applicable boxes.

3. Language Availability

Specify in which language the resource is written or presented.

Please indicate the person, company or agency holding the rights for translation and/or copyright.

4. Resource Availability

Address all statements in this section.

If your resource is approved as an authorized resource in Alberta,

- you must provide assurance that it will be available for a **minimum of five years** after listing.
Please do not submit resources that are out of print or otherwise no longer available.
- you may be required to provide alternative formats (Braille, audio, large print) of the resource for students who are visually impaired or print-disabled.

5. Resource or Resource Component(s) Information

Provide the title for the resource or the overall series, and the titles of the individual items, if applicable.

Indicate the format(s) of the pieces that make up the resource.

If there is an overall ISBN for the entire series, please enter that number in this section.

Note: *All components of the resource must be submitted for review.*

6. Digital Component(s) Information – SOFTWARE/MULTIMEDIA

Complete this section **only if** your submission includes software or multimedia components (with DVD, CD or CD-ROM that may include supporting documentation.)

If you are submitting a series, enter the software or multimedia component(s) here. If information for special prices for school licenses is available, please include it. Be sure to complete the Digital Form System Requirements section.

Note: *Only software requiring Macintosh Operating System OS X or higher and Windows 2000 Operating System or higher will be accepted.*

7. Resource Description/Annotation

Please provide a brief description or overview of the content covered in your resource. If it contains any special features or addresses the needs of special audiences, be sure to include that information.

PART 3.2: CURRICULUM CONGRUENCY FORMS

Please indicate which outcomes in the *Punjabi Language and Culture Nine-year Program Grades 7–9 (May 2007 Field Validation Draft)* are **supported** by the resource.

Submission Deadline
August 31, 2007

Punjabi Language and Culture Nine-year Program for Grades 7 to 9 Call for Resources (CFR-0710)

PART 3.1 RESOURCE SUBMISSION FORM

Note: An electronic version of **parts 3.1 and 3.2** is available in Microsoft Word 2003 format, in the Call for Resources package posted at <<http://www.education.gov.ab.ca/resources/calls/>>.

1. Publisher / Producer / Distributor Information

Contact Person for This Submission

Name: _____

Telephone: _____

Position: _____

Toll Free Phone: _____

Company Name: _____

Fax: _____

E-mail: _____

Publisher / **Producer**

Distributor

Name: _____

Name: _____

Address: _____

Address: _____

City: _____ Province: _____

City: _____ Province: _____

Postal Code: _____

Postal Code: _____

Country: _____

Country: _____

Web site: _____

Web site: _____

2. Intended Use of Resource

Title of the resource: _____

Resource Type: Student Resource Teaching Resource

Suggested Program(s): Punjabi Language and Culture Nine-year Program **Grade(s)** 7 8 9

3. Language Availability

The content of the resource is written in: Punjabi only Punjabi and English English only

Holder of the Copyright: _____

Holder of the Rights to Translate: _____

4. Resource Availability

IMPORTANT: The information below is required and must be completed in full.

1. Resource is also available in: Braille Audio Large Print N/A
2. Permission will be granted to access the publisher's disk to adapt the resource into one or more of the above formats Yes No
3. Resource is closed captioned (where applicable) Yes No N/A
4. Resource will be available for a **minimum of five years** upon being listed as an approved Alberta resource Yes No

5. Resource or Resource Component(s) Information*Attach an additional page, if required.***Note:** All components of the resource must be submitted for review.

Title of the Resource: _____ ISBN: _____

Title of the Series (if applicable): _____ ISBN: _____

| Component(s) | Print | CD-ROM | DVD | VHS | Other (Specify) |
|------------------|-------|--------|-----|-----|-----------------|
| Student Resource | | | | | |
| Teacher Resource | | | | | |

| Component Title | ISBN | Copyright Date | Publisher/ Producer | Date Available | No. of Copies | Catalogue Price |
|-----------------|------|----------------|---------------------|----------------|---------------|-----------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |

6. Digital Component(s) Information – SOFTWARE/MULTIMEDIA*Attach an additional page, if required.*

Submissions of digital form (software and/or multimedia) resources (not applications tools) **must include screen printouts** to facilitate the review process and they will be examined as part of the “First Cut” review stage.

The print sample should:

- describe the content
- explain how the resource correlates with the curriculum
- include one complete unit, lesson, learning object, topic or theme that represents the range and types of activities provided/covered on your electronic resource (including screen printouts). **If colour is essential** to the operation of the screen, then a **colour print should be provided**; if colour is for esthetics only, then black-and-white prints are acceptable.

To access the Technical Specifications desirable for this call, please go to:

http://www.learnalberta.ca/Developers/Content_Development_Technical_Specifications.pdf.

| Component Title | ISBN/Order No./ Version No. | Copyright Date | Publisher/Producer | Date Available | Format | No. of Copies | Cat. Price or School Lic. |
|-----------------|-----------------------------|----------------|--------------------|----------------|--------|---------------|---------------------------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Digital Form System Requirements*Attach all hardware/software technical specifications for all available formats, where applicable.***Hardware Requirements**Alberta Education published the following **minimum** recommended hardware specifications for digital resources.

| PC | Processor | Intel Pentium III 450 MHz or comparable AMD |
|----|-----------------------------------|---|
| | Operating System(s) | Windows 2000 or Windows XP |
| | Memory | 512 MB RAM |
| | Display Settings | 1024 X 768, 16 bit colour |
| | Sound Card | 16 bit |
| | CD-ROM (for CD-ROM versions only) | 8X |

| Macintosh | Processor | G4 |
|-----------|-----------------------------------|----------------------------------|
| | Operating System(s) | Mac OS X |
| | Memory | 512 MB RAM |
| | Display Settings | 1024 X 768, thousands of colours |
| | Sound Card | 16 bit |
| | CD-ROM (for CD-ROM versions only) | 8X |

If the digital resource being submitted will not function properly using the hardware specifications identified above, please indicate the minimum recommended hardware specifications required to use the resource.

Digital Form System Requirements (continued)**Web sites or Portals**

In most cases, Alberta Education will only consider resources (Web sites or portals) that can be hosted in the client environment. Client environments are either within an Alberta Kindergarten to Grade 12 school jurisdiction infrastructure or within the Alberta Education infrastructure.

Alberta Education, in consultation with stakeholders, has developed a standard for student desktop operating systems, Internet browsers and associated software plug-ins and players. This standard is subject to periodic review and modification. It is recommended that the submitted resource(s) function properly on computers configured as indicated below. Any hardware or software requirements in addition to the ones listed below should be identified.

Please attach all hardware (minimum and recommended) and software specifications for each digital resource being submitted.

Does the resource being provided operate as designed and envisioned on the hardware and software configurations provided?

Yes No

Please identify any other hardware or software required to use this resource.

Current Operating System and Software Configurations

| Category or Product | | |
|----------------------------------|-------------------------|---------------------|
| Windows Operating Systems | Windows XP | Windows 2000 |
| Browser – Internet Explorer | Internet Explorer 6 SP2 | Internet Explorer 6 |
| Browser – Netscape | Firefox 2 | Firefox 2 |
| Macromedia Flash | 9 | 8 |
| Apple Quicktime | 7 | 6.5 |
| Adobe Reader | 8 | 7 |
| Macromedia Shockwave | 10 | 9 |
| Windows Media Player | 10 | 9 |
| Java | 1.5 | 1.4 |
| Authorware | Authorware 2004 | Authorware 7.0 |
| | | |
| Mac Operating Systems | OS X 10.4 | OS X 10.3 |
| Browser – Safari | Safari 2.0 | Safari 1.3 |
| Macromedia Flash | 9 | 8 |
| Apple Quicktime | 7 | 6.5 |
| Adobe Reader | 8 | 7 |
| Macromedia Shockwave | 10 | 8.5 |
| Windows Media Player | 9 | N/A |
| Java for Mac OS X and IE | 1.3 | N/A |
| Java for Mac OS X and Safari | 1.5 | 1.4 |
| Authorware for Mac OS X | None Available | None Available |

Submission Deadline:
August 31, 2007

PART 3.2 CURRICULUM CONGRUENCY FORM

CFR-0710

***Punjabi Language and Culture Nine-year Program Grades 7–9
(May 2007 Field Validation Draft)***

Curriculum Congruency – General Requirement

Submitted resources must support the rationale, philosophy and outcomes for the *Punjabi Language and Culture Nine-year Program Grades 7–9 (May 2007 Field Validation Draft)*.

Note: This program is available on Alberta Education's Web site at http://www.education.gov.ab.ca/k_12/curriculum/bysubject/languages/field.asp. For further information about this program, you may contact James Hamilton, Alberta Education, by telephone: 780–644–5058 (toll free within Alberta: 310–0000), by fax: 780–422–0576 or by e-mail: james.hamilton@gov.ab.ca.

| Curriculum Congruency | Yes | No | N/A |
|---|------------|-----------|------------|
| Please indicate if the resource submitted addresses the following criteria, by placing a checkmark (✓) in the appropriate column. <i>This resource addresses the following outcomes:</i> | | | |
| General Outcome for Applications Students will use Punjabi in a variety of situations and for a variety of purposes . | | | |
| A–1 to impart and receive information A–1.1 share factual information | | | |
| A–2 to express emotions and personal perspectives A–2.1 share ideas, thoughts, feelings, opinions, preferences A–2.2 share emotions and feelings | | | |
| A–3 to get things done A–3.1 guide action of others A–3.2 state personal actions A–3.3 manage group actions | | | |
| A–4 to form, maintain and change interpersonal relationships A–4.1 manage personal relationships | | | |
| A–5 to extend their knowledge of the world A–5.1 discover and explore A–5.2 gather and organize information A–5.3 solve problems A–5.4 explore opinions and values | | | |
| A–6 for imaginative purposes and personal enjoyment A–6.1 humour/fun A–6.2 creative/aesthetic purposes A–6.3 personal enjoyment | | | |

| Curriculum Congruency Please indicate if the resource submitted addresses the following criteria by placing a checkmark (✓) in the appropriate column. <i>This resource addresses the following outcomes:</i> | Yes | No | N/A |
|---|-----|----|-----|
| General Outcome for Language Competence Students will use Punjabi effectively and competently . | | | |
| LC-1 attend to form LC-1.1 phonology LC-1.2 orthography LC-1.3 lexicon LC-1.4 grammatical elements | | | |
| LC-2 interpret and produce oral texts LC-2.1 listening LC-2.2 speaking LC-2.3 interactive fluency | | | |
| LC-3 interpret and produce written and visual texts LC-3.1 reading LC-3.2 written production LC-3.3 viewing LC-3.4 representing | | | |
| LC-4 apply knowledge of the sociocultural context LC-4.1 register LC-4.2 idiomatic expressions LC-4.3 variations in language LC-4.4 social conventions LC-4.5 nonverbal communication | | | |
| LC-5 apply knowledge of how discourse is organized, structured and sequenced LC-5.1 cohesion/coherence LC-5.2 text forms LC-5.3 patterns of social interaction | | | |
| General Outcome for Global Citizenship Students will acquire the knowledge, skills and attitudes to be effective global citizens . | | | |
| GC-1 historical and contemporary elements of Punjabi culture GC-1.1 accessing/analyzing cultural knowledge GC-1.2 knowledge of Punjabi cultural GC-1.3 applying cultural knowledge GC-1.4 diversity within Punjabi culture GC-1.5 valuing Punjabi culture | | | |
| GC-2 affirming diversity GC-2.1 awareness of first language GC-2.2 general language knowledge GC-2.3 awareness of own culture GC-2.4 general cultural knowledge GC-2.5 valuing diversity GC-2.6 intercultural skills | | | |
| GC-3 personal and career opportunities GC-3.1 Punjabi language and culture GC-3.2 cultural and linguistic diversity | | | |

| Curriculum Congruency Please indicate if the resource submitted addresses the following criteria by placing a checkmark (✓) in the appropriate column. <i>This resource addresses the following outcomes:</i> | Yes | No | N/A |
|--|-----|----|-----|
| General Outcome for Strategies Students will know and use strategies to maximize the effectiveness of learning and communication. | | | |
| S-1 language learning S-1.1 cognitive S-1.2 metacognitive S-1.3 social/affective | | | |
| S-2 language use S-2.1 interactive S-2.2 interpretive S-2.3 productive | | | |
| S-3 general learning S-3.1 cognitive S-3.2 metacognitive S-3.3 social/affective | | | |

Punjabi Language and Culture Nine-year Program for Grades 7 to 9 Call for Resources (CFR–0710)

CRITERIA FOR SELECTION OF RESOURCES

PART 4.1: CONGRUENCY WITH THE PROGRAM OF STUDIES

It is essential that the resources submitted are:

- in alignment with the program rationale and philosophy of Alberta's *Punjabi Language and Culture Nine-year Program Grades 7–9 (May 2007 Field Validation Draft)*
- congruent with the general and specific outcomes for the intended grade/level (Grade 7, 8 or 9).

This program is available on the Alberta Education Web site at

<http://www.education.gov.ab.ca/k_12/curriculum/bysubject/languages/field.asp>

PART 4.2: INSTRUCTIONAL DESIGN

1. The resources must accommodate a wide range of student competencies, interests and learning styles. Where applicable to the learning context, they should:
 - relate to students' everyday life and experiences
 - address the applied focus
 - promote process-oriented activities including activating prior knowledge, processing and consolidating learning
 - offer a means of learner response that is appropriate to students' age and/or developmental level (e.g., software: complexity of key strokes, manipulation of graphics, etc.)
 - provide open-ended questions that facilitate higher-order thinking and metacognitive reflection
 - provide a range of follow-up activities and/or assessment devices
 - be appropriate to student interest and developmental level
 - maintain readability levels consistent with the expected levels of the audience
 - facilitate differentiated instruction (e.g., the resource accommodates a range of learning styles)
 - accommodate a variety of learning and teaching strategies (e.g., cooperative learning, experiential learning, independent learning and explicit teaching)
 - encourage, support and facilitate students' taking responsibility for their own learning.

2. The resources should support students working in groups and engage students in a variety of learning strategies. They should:
 - facilitate the learning of content in authentic learning contexts
 - facilitate the development of language skills and strategies in authentic learning contexts
 - promote active learning of the Punjabi language, including critical thinking, research skills, problem-solving, group decision-making, etc.
 - encourage personal reflection and metacognitive awareness
 - provide reference information for students or teachers, which supports or builds knowledge or skills in learning the Punjabi language
 - support interactive learning through the creation and maintenance of Web sites for student resources
 - provide graphic and advance organizers and cueing devices, captions, diagrams, text features to enhance the effectiveness of the material
 - engage student's interaction with the resource and provide for a variety of learning and teaching strategies
 - accommodate a variety of technological tools, learning styles and presentation formats.

3. The emphasis of the resources should relate to the student's everyday life experiences, both inside and outside the classroom. The resources should:
 - support a balance between process and product, and between knowledge and process
 - encourage students to work in groups and independently
 - provide connections between learning the Punjabi language and other subject areas
 - promote thinking and learning through language, including predicting, analyzing, reflecting, creating, synthesizing.
4. Teacher packages should indicate sufficient activities to allow students to understand an idea conceptually, and use the idea in various contexts. They should:
 - include a variety of pedagogically sound methodologies
 - support a balanced pedagogical approach, including a process/product-oriented approach to the learning of the Punjabi language
 - include a variety of assessment tools
 - include ideas for differentiating instruction and dealing with diversity
 - combine theory or philosophical principles upon which the teaching of the Punjabi language is built
 - combine theory with practical applications for the classroom
 - address specific or various needs of teachers, for example, introductory as well as more complex, sophisticated materials
 - reflect the needs of a variety of teachers for multi-component programs
 - reflect and facilitate the continuous, integrative and spiraling nature of language learning
 - detail, pre-, during, and post-activities for listening, speaking, reading and writing.
5. Evaluation strategies should be consistent with the philosophy and rationale as stated in the *Punjabi Language and Culture Nine-year Program Grades 7–9 (May 2007 Field Validation Draft.)*
6. The resources should:
 - encourage:
 - self-, peer and group assessment strategies
 - extended response items and a variety of response styles
 - encourage collaboration between students and teachers in the assessment process
 - provide a variety of tools and strategies for monitoring and assessing learning outcomes.

PART 4.3: PHYSICAL AND TECHNICAL DESIGN

Resources have physical and technical qualities that enhance their use.

1. Print resources should:
 - be of durable construction; e.g., student books will last for five years under normal conditions
 - provide print, visuals, graphics, illustrations and artwork that are clear, appropriate, effective and related to content.
2. Nonprint and digital resources should:
 - provide superior quality of sound in audio/video and software resources
 - provide appropriate visual effects/transitions to highlight content (i.e., visual quality, animation and graphics should be appropriate, clear and enhance learning; titles or captioning should be clear and appropriate to the target audience)
 - provide appropriate pacing for learning, and enable users to access specific sections of the material that are most relevant to their current needs

- enable easy access and navigation
- be user-friendly and provide appropriate help features to meet special needs of the user.

Note: Resources in nonprint and digital formats must also meet the technical requirements noted in *Component 3*, Part 3.1, pages 4 and 5.

PART 4.4: RECOGNIZING DIVERSITY AND PROMOTING RESPECT

To access *Guidelines for Recognizing Diversity and Promoting Respect*, go to Alberta Education's Web site at <http://www.education.gov.ab.ca/k_12/curriculum/ResDev.asp>. In the guidelines document, you will find the *Recognizing Diversity and Promoting Respect General Criteria* and information that explains them further.

Resources must be free from undue bias and stereotypes, and promote respect and understanding of others. Ideally, where applicable to the learning context, the resources should:

- reflect an appropriate balance of perspectives and contributions of people including persons:
 - of all ages
 - of both genders
 - of representative racial/ethnic groups
 - from representative religious groups
 - with disabilities
 - from diverse social/economic/political situations
 - who hold various beliefs
- present controversial issues appropriately, representing major viewpoints on the issue.

If the resource includes humour, this humour must be used in a manner that is sensitive and that does not offend or denigrate individuals or groups.

Note: *Some quality resources may reflect particular historical, social or religious perspectives that may be controversial. The teaching resource should give suggestions regarding the approaches a teacher might use when teaching such concepts.*

Punjabi Language and Culture Nine-year Program for Grades 7 to 9 Call for Resources (CFR–0710)

DEFINITIONS

Resource Authorization Categories

(These materials may include any resource format, such as print, computer software, CD/CD-ROM/DVD or video cassettes.)

- Basic Resources:** High quality learning resources intended for students in Kindergarten to Grade 12. These resources best meet the evaluation criteria and address **the majority** of general and specific outcomes of a course(s), substantial components of a course(s), or general outcomes across two or more grades, subject areas or programs, as outlined in provincial programs of study.
- Support Resources** High quality learning resources intended for students in Kindergarten to Grade 12. These resources best meet the evaluation criteria and address **some** of the general or specific outcomes of a course(s) or components of course(s), or address the general or specific outcomes across two or more grades, subject areas or programs, as outlined in the provincial programs of study.
- Teaching Resources** High quality resources intended for teachers. These resources best meet the evaluation criteria and support the implementation of courses or programs of study, or educational initiatives, and the attainment of the goals of education. These materials may be teacher guides to accompany student resources or teacher professional resources.

Submission Formats

Final Form Under the terms of this call, the criteria for “final form” are as follows:

- Print**
- Resources with complete colour:
 - Complete colour laser proofs with low resolution photo scans in position.
 - Resources with black and white:
 - Complete 600 dpi black and white laser proofs with photo scans in position.
 - The resource submitted must be bound in a form that facilitates review (book form or minimally with coil or cerlox binding).
 - Pages must be placed back to back, and final layouts clearly shown.
 - Loose pages will not be accepted, as it is difficult to keep the pages organized and to visualize the finished product.
 - Extra blank space must be removed from the top, bottom and sides of the pages.

Nonprint Nonprint resources are learning and teaching resources such as VHS, audio and manipulatives.

Digital Resources Learning and teaching resources that may include text, images, graphics, video, audio and other electronic files that may be used as stand-alone resources or in combination (multimedia). These resources can be viewed or interacted with using a client computer and can be delivered locally via media network from a central location.

Digital resources include CD, CD-ROM, DVD and stable content in Web resources, and meet the technical requirements for digital resources as outlined by Alberta Education (see *Component 3*, pages 4 and 5.)

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EXCLUSIONS LIST

The following resources will **not be accepted** for review purposes:

- **currently authorized resources** in Alberta for the Punjabi Language and Culture Nine-year Program, Grade 4 to Grade 12. To access our searchable database of authorized resources, please go to Alberta Education's Web site at <<http://www.education.gov.ab.ca/lrdb>>.

Note: *New editions or new versions of authorized resources may be accepted for review (see Component 7).*

- parent materials
- resources with a copyright date earlier than 2000
- manuscript/draft versions
- reference materials such as encyclopedias, dictionaries or atlases
- manipulatives, posters, educational toys and games, **unless these items are accompanied by a teacher's guide providing information that reveals how the resource meets the program outcomes and how they could be used in the classroom**
- resources with unacceptable portrayals depicting sexuality or violence, such as cartoon or video-arcade type of violence
- resources that are out of print or otherwise no longer available
- software operating on anything older than Windows 2000 or Macintosh OS X
- demonstration, sample or Beta software
- general search engines such as Google and Yahoo. These are considered productivity software and are not part of this call.

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NEW VERSIONS OR EDITIONS OF AUTHORIZED RESOURCES

All new versions or editions of authorized resources in Alberta for the Punjabi Language and Culture Nine-year Program, Grade 4 to Grade 12, **must be submitted** to this call for resources and reviewed before they can also be designated as authorized resources.

For a listing of the authorized resources for this program, please go to Alberta Education's Web site at <http://www.education.gov.ab.ca/lrdb> so you can access our searchable database of authorized resources.

New versions or editions of authorized resources must be **accompanied by a report that outlines the exact changes** made in the new resource, including page references/indexing for digital resources, segment, learning object, lesson number, etc. Be sure to specify the following type of information:

- new content, information, graphics, etc.
- revised content, information, graphics, etc.
- content, information, graphics, etc. that have been removed
- continued availability of the original version or edition of the resource and the date on which this version or edition will be out of print or otherwise no longer available.

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INTENT TO SUBMIT FORM

(An electronic version of this form is available in Microsoft Word 2003 format, in the
Call for Resources package (CFR-0710) posted at <<http://www.education.gov.ab.ca/resources/calls/>>.)

Intent to Submit Form must be sent by Friday, July 13, 2007
Resources must be submitted by Friday, August 31, 2007

Please complete and send a copy of this form for **each resource or series of resources** to be submitted for this call (CFR-0710) to Chantal Aubé, Alberta Education by fax at 780-415-1377, by the date noted above. Accurate information about the volume of materials to be submitted is necessary to plan the resource review.

Please note that materials received on time for which no "Intent to Submit Form" was received will be reviewed only if time permits.

General Information

Resource Title: _____
Series Title (if applicable): _____
Publisher/Producer: _____ Distributor: _____

Language Availability

Language of Submission: Punjabi only Punjabi and English English only
Resource Title in Other Language(s) [if applicable]: _____

Resource Type: Student Resource Teaching Resource

Suggested Program(s):

Punjabi Language and Culture Nine-year Program **Grade(s)**
7 8 9

Resource Format

Print: Number of items: _____ Approx. number of pages per item: _____
Video: Number of videos: _____ Approx. length of each video: _____
DVD: Number of DVDs: _____ Approx. length of each DVD: _____
Software/Multimedia
Number of Mac CDs: _____ Number of Windows CDs: _____
Number of Mac/Windows CDs: _____

System Requirements _____

Version/Edition _____
Hardware requirements (minimum): _____
Hardware requirements (desirable): _____

Additional software required to run this product

Name: _____ Version: _____ Platform: _____

Publisher Contact Person for this Submission

Name: _____ Position: _____
Telephone: _____ Toll-free Number: _____
Fax: _____ E-mail: _____

Name of the person who completed this form (please print): _____

Signature: _____ **Date:** _____

Punjabi Language and Culture Nine-year Program for Grades 7 to 9 Call for Resources (CFR-0710)

PUNJABI LANGUAGE AND CULTURE NINE-YEAR PROGRAM GRADES 7-9

The *Punjabi Language and Culture Nine-year Program Grades 7-9 (May 2007 Field Validation Draft)* is available on Alberta Education's Web site at

<http://www.education.gov.ab.ca/k_12/curriculum/bySubject/languages/field.asp>.

For direct access to this document, you may click on:

http://www.education.gov.ab.ca/k_12/curriculum/bySubject/languages/punjab07.pdf

For further information about this program or if you require a print copy, you may contact:

James Hamilton

Tel.: 780-644-5058

Toll free within Alberta: 310-0000

Fax: 780-422-0576

E-mail: James.Hamilton@gov.ab.ca

Re: Punjabi Language and Culture Program

Note: *If you wish to print any section of this program, you may choose to save the desired file on the hard drive first, for a more efficient result.*