

# OFFICE OF CURRICULUM AND INSTRUCTION



## Course Proposal Form

Proposed Course Title: \_\_\_\_\_

School Building: \_\_\_\_\_

Department: \_\_\_\_\_

Grade Level: \_\_\_\_\_

Credits: \_\_\_\_\_

Course Length: \_\_\_\_\_

Meeting Frequency: \_\_\_\_\_

Anticipated Enrollment: \_\_\_\_\_

Prerequisites (if applicable): \_\_\_\_\_

1. **Rationale:** *(provide a brief description of student/school needs/purpose of course, benefits, and anticipated student outcomes.)*
2. **Course Description:** *(Short descriptive paragraph highlight the major focus of course. To be used for course offering catalog.)*
3. **Course Text(s) / Readings / Materials:** *(Include text, computer/technology tools, and supplementary information.)*
4. **Major Course Requirements:** *(List major projects, assessments, etc.)*
5. **Course Topics Outline:** *(Course outline which includes the major topics and concepts.)*
6. **District / Common Core Learning Standards (CCLS) for Course:** *(Identify all standards and benchmarks addressed throughout the course of study.)*

**7. OTHER PERTINENT INFORMATION**

A. This course will be: *(please check one)*

An addition to the department’s offering

A replacement for \_\_\_\_\_

A pilot study

B. This course will require *(please check the following appropriate spaces)*

The adoption of a new textbook *(Submit a minimum of two suggested textbooks for review)*

The use of a text previously adopted and in use

C. This course will require *(please check appropriate spaces)*

Specialized organization of teacher time

Specialized room arrangement or equipment *(explain below)*

Specialized student grouping or sectioning

Curriculum planning time

Specialized technology

**8. Financial Import** *(first year)*

<b>Added Personnel</b>	<b>How Many</b>	<b>Cost per professional</b>	<b>Total Cost</b>
Professional			
Non-Professional (Teaching Assistants, etc.)			
<b>Added Materials</b> <i>(include name of textbook, publisher and edition to be reviewed for at least two textbooks)</i>	<b>How Many</b>	<b>Cost per textbook</b>	<b>Total Cost</b>
1)			
2)			
3)			
4)			
5)			
6)			
Supplies			
<b>Added Equipment</b> <i>(ex. Technology or software)</i>	<b>How Many</b>	<b>Cost/item</b>	<b>Total Cost</b>

9. **Financial Impact:** *(Provide an explanation of projected costs for personnel, materials, and equipment for subsequent years.)*

10. **To what extent with this curriculum change affect the number of teacher preparation each semester?** *(Explain)*

11. **To what extent does this course conflict with the content and/or student availability of other courses in your department?**

12. To what extent does this course conflict with courses offered in other departments?

13. What course(s) could be deleted if this curriculum change is adopted?

14. This proposed course must be discussed with other members of your department prior to submitting this form.  
(Briefly describe the outcome of these discussions.)

15. Explain how this course will correlate with the District's Long Range Plan (BCEPT Plan).

16. If approved, this course will begin: *(semester/year)*

Submitted by: *(please print)*

Signature: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

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### DISTRICT REVIEW

Principal Approval: *(please print)*

Signature: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

Director of Curriculum & Instruction:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

Deputy Superintendent Approval:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Board of Education Approval Date (if applicable):

Date: \_\_\_\_\_