

Title of Program/Course: _____

Intended Audience: _____

Person/title providing the following information: _____

1) Identify purpose for the course -- please CIRCLE ONE of the following options:

- a) Meets a specific component of the district plan (district focus) for improving student learning. The specific component of the district plan (focus area) directly related to improving student learning must be identified and documented to meet this component.
- b) Meets a specific component of a school or program-based plan to improve student learning. The specific component must be identified and documented to meet this component.
- c) Meets the need for in-service as identified in a district or building staff development needs survey. Need must be identified and documented - per the survey administered - to meet this component.
- d) Meets requirements for certification, such as Vocational Certification. Specific certification must be identified and documented to meet this component.

2) Provide a rationale which addresses these two questions: A) What specific need is being met B) How will this proposed offering meet that need?

3) List course objectives - please use back of form if necessary: (objectives must be specific and measurable/reportable; make sure to also provide a brief explanation of how you will gauge learning)

4) Attach a "program agenda" identifying topics to be covered in each session, days and times for each session, and name of instructor(s). A vita/resume must be on file (can be attached to this form) for each instructor prior to approval of this offering.