

Complete form and submit to the Director of Curriculum Development at the District Office

Date Submitted _____

**Washington County School District
Professional Development Course Approval Form 552**

This form is to be used for requests for prior approval for Professional Development Courses which provide lane change credit and are sponsored by, or use the facilities or resources of, Washington County School District.

I. Course information:

- A. Instructor(s) _____
- B. Title and Course Number _____
- C. Dates of course _____
- D. Location _____
- E. Times/length of sessions _____
- F. Maximum number of students _____
- G. Number of contact hours _____
- H. Approximate number of homework/lab/application hours _____
- I. Number of college credits _____ Semester or quarter hours _____
- J. Amount, and source of reimbursement to instructor(s) _____
- K. Costs to student (fee and additional costs, such as textbook) _____
Fee _____ Additional Costs: _____
- L. Course initiated by (check those that relate):
District University State Individual
School Other _____
- M. Credit being issued by which University _____

II. Qualifications of instructor(s) relevant to course (please attach resume) _____

Name and credits of other courses currently offered by this instructor:

III. Syllabus (Attach copy of flier or catalogue information describing the course.)

- A. Course objectives and purpose _____

- B. Alignment with District Strategic Plan. Describe: _____

- C. Content _____

D. Level of course?

Beginning (awareness, survey course, undergraduate, etc.)

Intermediate (skill advancement, application, in-class mentoring, etc.)

Advanced (training of trainers, development of courses, graduate courses)

E. What previous courses are recommended, if any? (Describe sequence, if any)

F. Describe methods of instruction being used. For example:

1. Evaluation of students
2. Products, process, performances required
3. Inquiry groups, cooperative learning groups, cohort groups
4. Lectures, demonstrations
5. Texts, books, journals
6. Journal writing, research, creative writing
7. Technology, ex: Ednet.
8. Other _____

G. What are your standards for feedback to students and timely return of work? _____

H. Include a copy of the evaluation you will provide students to evaluate the course.

I. What are the performance/mastery standards that are required for successful completion of course? (Any rubrics to describe these?) _____

J. Will student products, etc., be made available for other teachers in District to access?

K. How will this course enhance teacher and student learning, teaching and leading? _____

VI. Attached are the minimal standards for credit, based on the Utah State Office of Education recertification credit standards. Note equivalent times for quarter and semester credit. (See attachments 1 – 5.)

VII. Committee Action:

- Recommend for Approval
- Not recommended for Approval
- Approval subject to the following conditions _____

Signature DPDC Chairman

- Agree with Committee recommendation.
- Disagree with Committee recommendation.
- Returned with recommendations to committee.

Signature Superintendent