

## Secondary Course Request Application

**Part I: Information about School, Department and Instructor Requesting the Course. Course Catalog**

<i>Date</i>	<i>School Year Requested</i>	<i>Grade Level (s)</i>

<i>School</i>	<i>Department</i>	<i>Teacher</i>

*Principal Signature*

**Part II: Course Information for Course Catalog**

A. To be Completed by the School, Department, or Teacher

<i>Course Title</i>

<i>State Core Code</i>	<i>CIP Code (CTE only)</i>	<i>Type of Credit</i>

The credit unit offered for this course (check one):     Semester (.50)     Full Year (1.0)     Both (.50/1.0)

**Course Description:** List the description of this course as you would like it to appear in the catalog.

**B. To be Completed by the District**

1. District Curriculum Department Review (required for all courses)

<i>Curriculum Representative Signature</i>	<i>Date</i>

2. Secondary Course Committee Recommendation (check one)

- Course **is** recommended for addition to the curriculum
- Course **is not** recommended for addition to the curriculum

<i>Committee Representative Signature</i>	<i>Date</i>

SKYWARD NUMBER

**Part III: Justification for Course**

Please provide a brief response to each of the following items in the space allotted. (Note: It is unlikely that the proposed course will be strong in all of these areas. Please do not artificially inflate the value of the course.)

A. Please list the core standard(s) to which this course will align. How does this course prepare students to excel in core classes?

B. Please indicate how this course provides students with essential life skill experiences and specifically how the course will give them an advantage in applying those valuable life skills.

C. Describe specifically how this course contributes to a healthy school climate.

D. How does this course provide students with skills needed to demonstrate competency on performance and academic assessments.

E. How will the students' experiences in this course prepare them for further career and/or human development opportunities?

**Part IV: Student Learning Objectives**

Before a course request receives final approval to be included in the Jordan District Secondary Course Catalog, Student Learning Objectives (SLO's) must be written in collaboration with a Jordan District consultant.

A. For course requests which are tied directly to a core curriculum area, the teacher requesting the course must contact the Jordan District curriculum consultant for that core curriculum area to make arrangements for help with writing the SLO's for the course.

B. For course requests not directly tied to a core curriculum area, the teacher must contact the Jordan District Curriculum and Staff Development Staff Assistant for help with writing the SLO's for the course.

*Arrangements have been made to write Student Learning Objectives for this Course (check one):*

Yes       No

*Signature of District Curriculum Consultant or Staff Development Staff Assistant*

*Date*

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