



Carlynton School District

Proposal for a New Course

Department of Origin	
Course Title	
Grade Level Range	
Prerequisites/Restrictions	
Credits	
Grading Method	
Anticipated frequency of offering.	
Name of faculty member proposing the new course	
Required Instructor Certifications to teach the course	

2. Course Description: A description for the Program of Studies

3. Rationale: (include reasons or justification for adding/changing proposed course)

(1) Present a rationale that includes:

- a. The advantages offered by the proposal and/or the needs met by the course (i.e., student, departmental, community, job market needs);
- b. The way in which the proposed course relates to other courses within the department of origin

- c. The way in which the course relates to courses in other departments, divisional or interdisciplinary programs
- d. Justification for any substantial overlap with other courses in the curriculum, indicating the unique/specific focus of the course proposed;
- e. Please specify if this course was offered as a topics or experimental course in the past and, if so, state the prefix and number;
- f. List of courses, if any, which are to be withdrawn when the new course is adopted.

5. Projected Enrollment:

6. Consultation Statement

- a. Is the proposed change likely to affect other Departments or Programs? ☐ NO ☐ YES
- b. Has the Department Chair been consulted? ☐ NO ☐ YES
- c. Will the course require the hiring of new staff?? ☐ NO ☐ YES

7. Course Topical Outline

All new course proposals must include a sample course outline that provides the information below:

- A. Course Organization and Content: A brief listing of the course content by topic(s) and subtopic(s) in outline form for the full semester or full year, including approximate amount of time spent on each topic
- B. Expected Learning Outcomes: A statement of the key or critical course specific learning outcomes in words that indicate what the students will learn and be able to demonstrate after this course. Include PA Core Standards to be addressed.
- C. Method of Evaluation: Type of examination, term paper(s), project(s), etc.
- D. Required Texts: A list of required texts and/or readings with the approximate costs of the materials. (if necessary)
- E. Recommended Readings (optional): A listing of readings, indicating the scope of the course.

Faculty Member Initiating the Course

Date

Department Head

Date

JSHS Principal

Date

Director of Curriculum, Instruction and Assessment

Date