

**PORTAGE COMMUNITY SCHOOL DISTRICT**  
**Portage, Wisconsin 53901**

**NEW COURSE APPROVAL FORM**  
**(Due October 31st)**

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

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

Proposed Course Title: \_\_\_\_\_ Grade Level(s): \_\_\_\_\_

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

Requirement/Elective: \_\_\_\_\_ Meeting Frequency: \_\_\_\_\_

Anticipated Enrollment: \_\_\_\_\_ Minimum/Maximum Enrollment: \_\_\_\_\_

Prerequisites: \_\_\_\_\_ Repeatable/Non-repeatable: \_\_\_\_\_  
\_\_\_\_\_ Weighted Course (yes/no): \_\_\_\_\_  
\_\_\_\_\_

If approved, this course will begin: \_\_\_\_\_ (semester/year)

Principal's Approval: \_\_\_\_\_

Comments:

Director of Instruction/District Administrator's Approval: \_\_\_\_\_

Comments:

Board of Education Curriculum Committee Review Date: \_\_\_\_\_

Comments:

DATE: \_\_\_\_\_ submitted to the School Board for review

## **COURSE INFORMATION**

A. Rationale for Course: (Provide a brief description of student/school needs/purpose of course, benefits, anticipated student outcomes, and support of core-curricular areas).

B. Course Description: (Short descriptive paragraph highlighting the major focus of course. This description is to be included in the school catalog and/or handbook. When appropriate include old course description with changes).

C. Course Outline: (Attach course outline which includes the major topics and concepts, objectives, and timeline/course pacing guide – time spent on each section).

D. Materials & Resources: (include text, computer/technology tools, exam sample items, lesson examples, and other supplementary information).

E. Instructional Methods: (check applicable items and explain wherever necessary)  
 Which of these are used: check with 'x'

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Lectures                 | <input type="checkbox"/> Demonstrations      | <input type="checkbox"/> Field Trips                |
| <input type="checkbox"/> Discussions              | <input type="checkbox"/> Term Papers         | <input type="checkbox"/> Check Quizzes              |
| <input type="checkbox"/> Special Reports          | <input type="checkbox"/> Extra Reading       | <input type="checkbox"/> Individual Study Contracts |
| <input type="checkbox"/> Laboratory<br>(Hands-on) | <input type="checkbox"/> A/V Materials/Other |   |

F. Student Evaluation Procedures: (describe how student performance will be assessed/graded)

G. Course Evaluation: Describe the strategies for evaluating the course itself (e.g. student surveys, enrollment figures, parent feedback, cost effectiveness).

H. Financial Impact: (First Year)

<u>Added Personnel</u>	How Many		Approx. Cost		Total Cost
Professional	_____		\$_____		\$_____
Support (assistants, secretarial, etc.)	_____		\$_____		\$_____
<u>Added Materials</u>					
Textbooks	_____	@	\$_____	=	\$_____
Supplies					\$_____

Added Equipment Needed:

List/Cost	_____	@	\$ _____	=	\$ _____
	_____	@	\$ _____	=	\$ _____
	_____	@	\$ _____	=	\$ _____

Estimated Student Fees:

Amount \$ \_\_\_\_\_

Description/purpose:

Financial Impact: (provide an explanation of projected costs for personnel, materials, and equipment for subsequent years when the proposal is fully implemented).

I. Staff: Provide assurance that current staff is highly qualified and has the skills needed to teach this course or describe a plan to provide professional development.

## **OTHER PERTINENT INFORMATION**

### **SECTION A**

A. Explain how this new course will correlate with Wisconsin State Academic Standards and/or the district vision/mission/goals.

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

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

D. What course(s) can/will be deleted if this curriculum change is adopted?

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

## **SECTION B**

**(To be completed by all applicants requesting weighted grade status)**

A. Course Description: Describe how this course extends ideas beyond the content standards, benchmarks, and grade-level expectations used for an unweighted course in this curricular area.

B. Assessment:

1. Explain how the students' products/advanced learnings will be different from products required in an unweighted class.

2. Describe the culminating assessment format you will provide for students to show content mastery.

3. Specifically explain the performance levels expected in the advanced course levels.

