

Blair Community Schools Course Proposal Template

Please complete all items on this form and submit it to the building administration, curriculum director, and/or special education director. Please note:

- A submitted proposal is NOT an approved class.

Part I

(Filled out by staff member or building administrator.)

Date:

Submitted by:

Building(s):

- ___ Deerfield Elementary
- ___ North Elementary
- ___ South Elementary
- ___ West Elementary
- ___ Arbor Park Intermediate School
- ___ Otte Blair Middle School
- ___ Blair High School

Part II Proposed Class Information

(Filled out by staff member or building administrator.)

Class Title:

Description of proposed class:

Course objectives:

Describe alignment with Blair, State, or National Standards:

Outline all learning activities for this course:

(Learning activities and content need to be consistent with course objectives.)

Describe resources for the course and ongoing resource needs (total cost of ownership for the life of the course) including:

- a) Any equipment or hardware requirements
 - * Budget needs-
- b) Any software requirements
 - * Budget needs-
- c) Any personnel costs
 - * Budget needs-
- d) Other-
 - * Budget needs-

Grade Level of Course:

(Please check level.)

___K ___1 ___2 ___3 ___4 ___5 ___6 ___7 ___8 ___9 ___10 ___11 ___12

Course information:

Length of course:

Days of week:

Prerequisites for course:

___None

___Course (Please list out requirements.)

Part III.

(Filled out by building principal, curriculum director, and/or sped director.)

Course Protocol Template:

- **Is this a course that
we want to do?
we need to do?
fits our Mission and Goals?**

- **What if we don't do it? Can components of proposal be included in existing course(s)?**

- **Do we have the resources for this course
Human?
Financial?
Equipment, Hardware, and Software?
Other considerations?**

- **Does this course affect or rely on other courses (co-dependency)?**

- **Who will teach the course?**

- **Implementation timeline:**

- **Outcomes of Course Proposal:
___Approve
___Hold
___Reject**