PLATTSBURGH CITY SCHOOL DISTRICT

Innovative Course Application Instructions

Approved: February 2017

1. Any educator seeking approval of an innovative course beginning with the 2017-2018 school year must complete the Innovative Course application.

2. The Innovative Course application must be completed prior to submission. Incomplete applications will be returned to the applicant, which will delay the review process. Applications deemed incomplete by the due date will not be considered for review for the current year.

3. The essential knowledge and skills **must** include:

    a. a level of rigor appropriate for the subject matter and grade level of the course;
    b. measureable and observable student expectations;
    c. student expectations that identify what students should know and be able to do in the course rather than focusing on specific methodology or student activities; and
    d. clear, specific, and understandable language.

4. Completing the application:
    a. Carefully complete the application with all the required information.
    b. The application must provide sufficient guidance for teachers to implement the course with little additional information.

5. All applications are to be delivered to the office Curriculum and Instruction no later than December 1st of each year.

Innovative Course Application

Title of Innovative Course:

Applicant Information

Contact person:

Contact person's e-mail address:

Course Information

Subject area:

Number of credits per course that may be earned:

___ one semester course   ___ two semester course

Grade level(s) to be served (high school only):

Brief description of the course including objectives (150 words or less):

Statement Describing Alignment with Building and District Goals:

Brief justification of how/why the course qualifies as "innovative" (e.g., the knowledge and skills are not covered in any other core course; the course is a part of a unique program, etc.) (150 words or less):

Description of the specific student need(s) this course is designed to meet (150 words or less):

Essential Knowledge and Skills of the course:
Please include:
  a. General requirements. Include required or recommended prerequisites.
  b. Introduction
  c. Knowledge and Skills
            i. Knowledge Statement – Broad statement of what a student must know and be able to do
            ii. Student Expectation – Relate to knowledge statement specific about how a student demonstrates learning

Recommended resources, technology, and instructional materials to be used in the course:

Recommended course activities:

Methods for evaluating student outcomes:

Additional Information (optional):

Textbook(s):

Other Materials:

Total Projected Cost:

Approval Process

Course reviewed and approved by **Department Members** to confirm support.

Date of review: _____   Signature of Department Representative:_____

Course reviewed and approved by **SIP** to confirm support and forward to **Asst. Superintendent for Curriculum and Instruction.**

Date of review:_____   Signature of SIP Facilitator: _____

Course reviewed and approved by **Asst. Superintendent for Curriculum and Instruction** to confirm support and forward to **DWEIC**.

Date of review:_____   Signature of Asst. Superintendent:_____

Course approved by Superintendent and BOE.

Date of review:_____   Signature of Superintendent:_____