## New Course Submission - Overall Process

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| **Level Responsible** | **Actions** | **Deadline** |
| Site | * Identify courses based on student need for the upcoming year
* Research and identify instructional materials with support from content area managers
* Identify budget source(s)
* Submit New Course Approval form to CIPL Director by ***October 1st, 2016*** (elisa.messing@fresnounified.org)
 | Oct. 1st |
| District | Acquire appropriate approvals (in order):1. Content area manager review
2. Master schedule impact review
3. Supervisors of schools approval
4. Cabinet approval by ***October 14th, 2016***
 | Oct. 14th |
| **After approval** |  |
| District | * Communicate to sites of approval/denial
* Communicate with Purchasing regarding courses and possible projections (Elisa & Heather)
* Edit course guide publication (CTE & CIPL)
 | Nov. 4th |
| Site | * Communicate changes to Teacher Librarians
* Submit to UC Doorways:
* CTE – Kristen Boroski (will coordinate with site on submission)
* On-line courses – Tom Nixon
* Site specific courses – Head Counselor (Elisa Messing will support as needed)
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## To Request a Course that is *currently taught* within Fresno Unified

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| --- | --- | --- | --- | --- | --- | --- |
| **Name of course:** Click here to enter name of course.* **FUSD Course Number:** Click here to enter FUSD Course Number.
* **Complete Section 1: Impact Information**
* **Complete Section 2: Curriculum Information**
* **Contact the content area leader to request/review the current course of study used for the course:**

|  |  |
| --- | --- |
| * **Chantea McIntyre** **–** AP
* **Kristen Boroski** – CTE
* **Alison Mosely** – ELA, H/SS, World Languages
* **Elizabeth Fralicks** – ELD
 | * **Kathryn Mytton** – Math
* **Lillian Harautuneian**- PE
* **Leslie Worton**- Science
* **Catherine Aujero** – VAPA
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* **Complete Section 4: Site Administrator Approval**

To request a course that is *new* to Fresno Unified

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| --- | --- | --- | --- |
| **Name of course:** Click here to enter name of course.* **Complete Section 1: Impact Information**
* **Complete Section 2: Curriculum Information**
* **Complete Section 3: Instructional Information-- Please utilize the support of the content area leader as needed:**

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| --- | --- |
| * **Chantea McIntyre****–** AP
* **Kristen Boroski** – CTE
* **Alison Mosely**– ELA, H/SS, World Languages
* **Elizabeth Fralicks**– ELD
 | * **Kathryn Mytton**– Math
* **Lillian Harautuneian**- PE
* **Leslie Worton**- Science
* **Catherine Aujero**– VAPA
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* **Complete Section 4: Site Administrator Approval**
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# New Course Approval Form 2017/18 Course Offerings

## General Information

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| --- | --- |
| **School:** Choose your school.**Proposed Course Title:** Click here to enter text. **Length of Course:** Click here to enter text. **Grade Level(s):** Click here to enter text.**Content Area(s):** Click here to enter text.**Connection to other courses:** Click here to enter text.**Credential needed to teach course:** Click here to enter text.**A-G Submission area (if applicable):** Click here to enter text.**Items to consider for Doorways?*** **Is this course modeled after an existing approved a-g course?** Click here to enter text. **If yes, from what school and district?** Click here to enter text.
* **Is the course “program status”?** Click here to enter text. **If yes, from which program?** Click here to enter text.

 **If course is already taught within Fresno Unified** **Course Name:** Click here to enter course name. **Course Number:** Click here to enter course number.**This course is part of a Linked Learning pathway** **Pathway:** Click here to enter text.**This course is part of a Magnet or Specialty program** **Program:** Click here to enter program.**This course is part of CART** **Program:** Click here to enter program. | **Submitted by:** Click here to enter text submitted by.**Date submitted:** Click here to enter a date.  **Principal’s Name:** Click here to enter.**Phone:** Click here to enter phone number.**Additional Contact for this Course:****Name:** Click here to enter text.**Role:** Click here to enter text.**Phone:** Click here to enter text. |

## Section 1: Impact Information

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| **Name of Requested Course:** Click here to enter name of requested course.* **How does this course fit into an existing program? (Ex. ‘capstone course in LL Pathway’, “introductory course to…’, ‘connects to middle school course…’)**

Click here to enter text.* **How will offering this course positively impact the students at your site? Which students are most impacted by the addition of this course?**

Click here to enter text.* **How will adding this course impact the** **master schedule for your site? What will you stop offering or offer fewer sections of, in order to add this new course option?**

Click here to enter text.* **How will you need to adjust your site FTE distributions in order to offer this course?**

Click here to enter text. |

## Section 2: Curriculum Information

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| For a course NEW to FUSD, please consider the following:Number of years a publisher is planning to print the book. Sometimes publishers are not planning to publish the book for much longer and it makes it more challenging to fill future orders.Which components are essential, versus supplementary?**For an EXISTING course FUSD, please select from the Purchasing website.**Identify a Proposed Textbook: Click here to enter proposed textbook.* **Core Text or Supplemental:** Click here to enter text.
* **Title:** Click here to enter “Title”.
* **Edition:** Click here to enter textbook edition.
* **ISBN #:** Click here to enter textbook edition.
* **Publication Date:** Click here to enter publication date.
* **Publisher:** Click here to enter publisher.
* **Author(s):** Click here to enter author(s).
* **Required textbook components to teach course:** Click here to enter text.
* **Vendor Information:** Click here to enter vendor information.

**Other equipment needed to teach course:** Click here to enter text.**Budget Source for textbooks/resources/equipment:** Click here to enter text.(Core is district funded; supplemental is site funded i.e. novels. Please contact Elisa Messing (CIPL) or Kristen Boroski (CTE) to confirm textbook funding sources or with questions regarding core vs. supplemental.)Section 3: Instructional Information

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| * **Catalog Description (Course Overview)**: Briefly (in a short paragraph) describe the course, focusing on content, rather than instructional strategies, assessments, or rationale*.*Click here to enter text.
* **Course Content:** What is the purpose of this course? Please provide a brief description of the goals and expected outcomes. (How these will be accomplished should be reserved for the Course Outline, Key and Written assignments, Assessments, and/or Instructional Methods.)
* Click here to enter text.
* **Course Outline:** A detailed descriptive summary of all topics covered. Show examples of how the text is incorporated into the topics covered. A mere listing of topics in outline form is not sufficient (i.e. textbook table of contents or standards).
* Click here to enter text.
* **Key Assignments:** Detailed descriptions of all Key Assignments which should incorporate activities and projects, as well as short answers and essay questions. How do assignments incorporate topics? Include all assignments that students will be required to complete. Assignments should be linked to components mentioned in the course outline. Do not include exams or assessments in this section.
* Click here to enter text.
* **Instructional Methods and/or Strategies:** Indicate how the Instructional Methods and/or Strategies support the delivery of the curriculum. What portions of the Course Outline are supported by the methods and strategies? In what ways will technology be integrated?
* Click here to enter text.
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## Section 4: Site Administrator Approval

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| * **The Course requested is *currently taught* within Fresno Unified:** “I attest that my site will offer the course requested above with fidelity to the Course of Study provided to me by the Department of Curriculum, Instruction and Professional Learning.”

**Principal Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:** Click here to enter a date. |
| * **The Course requested is *NEW* to Fresno Unified:** “I have closely reviewed the Impact, Curriculum and Instructional Information above and fully support this course submission.”

**Principal Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:** Click here to enter a date. |

## Section 5: District Office Use

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| --- | --- | --- | --- | --- |
| Content Area Signature: |  |  | Date: |  |
| Director, Master Schedule |  |  | Date: |  |
| Director, C&I |  |  | Date: |  |
| Instructional Superintendent Signature:  |  |  | Date: |  |