SANTA ROSA CITY SCHOOLS
Excellence is our Common Ground

Course Proposal   20____-20____

Course Title: _____   Course ID: _____

Proposal is to: ☐ Add   ☐ Revision   ☐ Delete   ☐ Pilot   ☐ Title Change

Department: _____   Subject: _____   Grade Level(s):_____

☐ Core Course   ☐ Non-Core Course   ☐ AP, IB Course   Course Length: ☐ Semester   ☐ Year

Intent of Course: ☐ Core   ☐ Supplemental   Year course will initially be offered: _____

Prerequisite for class: _____

Start up Projected Costs*: _____   Fiscal impact will be to the   ☐ Site   ☐ District

Ongoing Projected Costs*: _____   Fiscal impact will be to the   ☐ Site   ☐ District

*Please complete Projected Budget /Material Worksheet.

Graduation Requirements: ☐ Yes (if yes, specify which requirement is met)   ☐ No

1st _____
2nd _____
3rd _____

A English	I Math
B U.S. History	K Life Science
C Government/Econ.	L Physical Science
E Social Studies Elect	M Fine Art/ Foreign Language
F World History	N Physical Education
H Health	O Electives – General

You must indicate the requirement this course fulfills for graduation. If student has already fulfilled this requirement, the course will automatically default to elective unless a 2nd or 3rd requirement is indicated.

UC a-g Requirements: ☐ Yes (if yes, specify which requirment is met)   ☐ No

☐ a. Social Science   ☐ d. Lab Science   ☐ g. Electives
☐ b. English   ☐ e. Foreign Language
☐ c. Math   ☐ f. Visual/Performing Arts

Submitting school is responsible for applying to UC/CSU for a-g approval of this course.

Department (please select one)

☐ ELD   ☐ Special Education
☐ English   ☐ Science
☐ History   ☐ Career Tech Ed
☐ Foreign Language   ☐ Visual/Performing Arts
☐ Math
☐ Non Departmental
☐ Physical Education

CTE: ☐ Yes (if yes, which CTE Program) ☐ No
CTE Program Name:
CTE Industry Sector:
☐ Introduction
☐ Concentrator
☐ Completer
Will this course be a requirement for completion of this CTE Program?   ☐ Yes   ☐ No   ☐ N/A

Course Description (to be used in Course Catalog):

What course will this replace? How does it fit in with Single Plan for Student Achievement at your site or the District?

Explain the measurable learning outcomes:

Course Proposal – Projected Budget/Material Worksheet

Projected Costs	Start - Up	Ongoing
Personnel (Do not include classroom instructor unless new section is needed		
Instructional Material Supplies per student** (textbooks, software, etc.)		
Services (training, equipment maintenance, contracts, etc.)		
Capital outlay (remodeling, technology, etc.)		
Total Projected Costs		

Instructional Materials

Type of Material	Publisher	Title	ISBN	Author	Copyright	Have/Need*

*If materials are needed, please indicate the number of copies

Funding Source(s) for Costs and Instructional Materials	
Grants (indicate specific grant and grant timeline)	
Categorical Funds (include related programs)	
Career Technical Education (must be for an approved CTE course)	
Department Funds	
Other (be specific)	

HR Review Regarding Credentialing

_____

Certificated HR Specialist

Rationale for the Course (include reasons for adding/changing course):

Course Description (include graduation or CSU/UC "a-g" requirement fulfillment):

Course Goals (3-5 broad educational goals):

Course Content Objectives (aligned with California Content Standards and Frameworks/California Common Core State Standards):

Key Assignments (activities, projects, essays, readings, etc.):

Instructional Methods and/or Strategies:

Assessments (formative, summative, district, etc.):

Instructional Resources (textbooks – include publisher/year/edition, supplemental materials, technology, etc.):

Core Textbook:

Supplemental Textbook:

High School Course Proposal

Course Title:_____

Department:_____Grade Level(s):_____

Length:_____Credit:_____

☐ New Course   ☐ Content Revision   ☐ Title Change

Submitted by:_____Site:_____

Required Information Checklist

☐ Rationale for the Course
☐ Course Description
☐ Course Goals
☐ Course Content Objectives
☐ Key Assignments
☐ Instructional Methods and/or Strategies
☐ Assessments
☐ Instructional Resources
☐ Course Outline and Pacing
☐ Special Subject Requirements
☐ High School New Textbook Adoption form
☐ High School Course Details form

Department Chair Signatures

EAHS Dept. Chair_____   ☐ approved   ☐ not approved   Date_____

MCHS Dept. Chair_____   ☐ approved   ☐ not approved   Date_____

MHS Dept. Chair_____   ☐ approved   ☐ not approved   Date_____

PHS Dept. Chair_____   ☐ approved   ☐ not approved   Date_____

RHS Dept. Chair_____   ☐ approved   ☐ not approved   Date_____

SRHS Dept. Chair_____   ☐ approved   ☐ not approved   Date_____

☐ High School Curriculum Council Approval   Date_____
☐ Curriculum & Instruction Approval   Date_____
☐ DPAC Approval   Date_____
☐ Board of Education Approval   Date_____

(For UC guidance, see http://http://www.ucop.edu/a-gGuide/ag/course_submissions/course_submission_template.html)

Course Proposal – Signature Page

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VP RECOMMENDATION/APPROVAL

Submitted by Director, C & I _____

Signature   Date

VP – EAHS school
_____ ☐ Approved ☐ Not approved*   Will this course be offered at my

Signature   Date   ☐ Yes ☐ Maybe ☐ No

VP – MCHS school
_____ ☐ Approved ☐ Not approved*   Will this course be offered at my

Signature   Date   ☐ Yes ☐ Maybe ☐ No

VP – MHS school
_____ ☐ Approved ☐ Not approved*   Will this course be offered at my

Signature   Date   ☐ Yes ☐ Maybe ☐ No

VP – PHS school
_____ ☐ Approved ☐ Not approved*   Will this course be offered at my

Signature   Date   ☐ Yes ☐ Maybe ☐ No

VP – RHS school
_____ ☐ Approved ☐ Not approved*   Will this course be offered at my

Signature   Date   ☐ Yes ☐ Maybe ☐ No

VP – SRHS school
_____ ☐ Approved ☐ Not approved*   Will this course be offered at my

Signature   Date   ☐ Yes ☐ Maybe ☐ No

Asst. Superintendent C & I   ☐ Approved ☐ Not approved*

DISTRICT OFFICE USE

Course Name:	
Course #:	

State Course Code:		Course Type:		NCLB Core Course:	

C&I Course Proposal 1H

Revised 1/23/17