INSTRUCTION

Program of Studies

Adding Course Offerings

Any schools recommending additional course offerings that do not currently exist in the master course file for Prince William County Public Schools should proceed as follows:

1. Contact the appropriate curriculum supervisor to collaborate in the development of a new course application using the application forms found in Attachments I, II A or B, and III. The supervisor shall be responsible for:
   a. Aligning the course to current state and local requirements (including securing appropriate course codes for the student system);
   b. Completing any requirements with the Virginia Department of Education (i.e., Career and Technical Education);
   c. Allocating appropriate budget for curriculum development; and
   d. Conducting an instructional materials review and selection for the course.

2. Proposals are due to the appropriate curriculum supervisor no later than June 1.

3. Curriculum supervisors shall collaborate to determine the impact of introducing new courses on related programs across content areas and throughout the Division’s instructional program. Supervisors are charged with making a recommendation to the Director of Student Learning.

4. By July 1, the Director of Student Learning shall review the application and the impact of the addition of the course to all programs of study and provide a recommendation to the Associate Superintendent for Student Learning and Accountability.

5. Proposed courses and curriculum frameworks shall be forwarded to the Superintendent for approval by September 1.

6. Proposed courses shall be submitted to the School Board for final approval at their first meeting in November.

7. Upon Board approval, the Director of Student Learning (or designee) shall work with the building principal(s) for implementation in the next academic year and sustaining the course beyond its initial implementation.

8. Approved courses shall be added to the master course file, be included in the course catalog, and made available for registration beginning in February.
9. Approved courses shall be implemented the following September by the school(s) proposing the course.

10. Approved courses may be offered by other schools, contingent upon program compatibility, student interest, teacher certification, teacher preparation, available facilities and resources, and the school’s budget. Some courses may be designated as exclusive to certain specialty programs.

The Associate Superintendent for Student Learning and Accountability (or designee) is responsible for implementing and monitoring this regulation.

The Associate Superintendent for Student Learning and Accountability (or designee) is responsible for reviewing this regulation in 2020.

Attachments
PRINCE WILLIAM COUNTY PUBLIC SCHOOLS
OFFICE OF STUDENT LEARNING

PROPOSED COURSE APPLICATION APPROVALS

Date: 
School Name:  
Subject Area: 
Course Name:  
Course Code:  
Proposed By:  
Team Members:  
Reviewed By:  

___________________________________________________________
(Department Chairman’s Signature)

___________________________________________________________
(Principal’s Signature)

SIGNATURES:

___________________________________________________________ Date: _____________
Appropriate Curriculum Supervisor

___________________________________________________________ Date: _____________
Director of Student Learning

___________________________________________________________ Date: _____________
Appropriate Level Associate Superintendent

___________________________________________________________ Date: _____________
Associate Superintendent for Student Learning and Accountability

___________________________________________________________ Date: _____________
Deputy Superintendent

___________________________________________________________ Date: _____________
Superintendent of Schools
Describe the purpose and content of this course. The description should include a rationale for the course as part of the program of studies and in relation to other courses students shall take. Be sure to describe what students will know and be able to do as a result of having taken the course:

**Type of Course**  
(check all that apply)  
- HS Credit  
- MS Credit  
- Required  
- Elective  
- Number of Credits  
- Weighted  
- Stand-alone  
- Part of Sequence

If this course is an elective, how many electives does the department offer?

*Applications are not complete until the questions below are fully answered.*

**ENROLLMENT**  
What is your projected student enrollment in the proposed course as reflected by the student survey (Attachment II A for high school, Attachment II B for middle school)?

*Note: If you wish to conduct the survey online, please contact the Office of Student Learning and they shall provide your school with access to the online survey.*

How many sections do you project scheduling in the first year?

The addition of this course will produce a corresponding decrease in enrollment in other courses, unless staffing is increased. Do you plan to increase staffing in order to add this course?

If total FTEs remain the same, which courses are likely to absorb the students that would have otherwise been in the section(s) previously assigned to the teacher of the new course?

What is the proposed student-teacher ratio in proposed course?

What is the proposed student-teacher ratio in the required courses in department?


**STAFFING**
Which teacher certifications are required for teachers of this course?

List the names of all current staff at the school qualified to teach this course.

**RELATIONSHIP TO PROGRAM**
Describe the relationship that this course has with the existing curriculum/program. Be sure to discuss any prerequisite knowledge or specific course work required prior to this course.

What does this course add to the study of the discipline that current offerings do not provide?

What knowledge and skills are developed in this study that are unique to this study?

How might this course enrich or complement course work/study in other disciplines at the same grade level?

Describe what advantage this course shall offer students in their post high school experience.

**MATERIALS**
List the instructional resources that shall be required for this course:

**Textbook Title:**

**SCHOOL BUDGET IMPACT**

<table>
<thead>
<tr>
<th>Cost of each textbook:</th>
<th>Total cost of textbooks:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost of professional development:</td>
<td>Cost of materials:</td>
</tr>
<tr>
<td>Cost of supplies or consumables:</td>
<td>Cost of equipment:</td>
</tr>
<tr>
<td>Cost of plant modification:</td>
<td>Cost of student transportation:</td>
</tr>
</tbody>
</table>

Cost to student (any lab fees or costs incurred by students for the course require School Board approval and must be common throughout the Division):

Existing state course code number for the proposed course:
HIGH SCHOOL INTEREST SURVEY

Our school is proposing to add a new course to the list of available course offerings. The course title is:
This course would provide students with an opportunity to learn:

This course could be used:
☐ to satisfy a high school graduation requirement in
☐ as an elective course offering
☐ in place of

This course:
☐ would be weighted
☐ would NOT be weighted

STUDENT COMPLETES

If our proposal is approved during the 20____-20____ school year, students would take this new course the following school year in 20____-20____. Part of the approval process requires us to survey the interest of students. We are asking you to tell us about your interest in this course by answering a few questions below. If you would not be a student at the school during the year the course would become available, please respond as if the course had been available to you for the current school year:

How much interest do you have in taking this course?
☐ Not at all
☐ To some extent
☐ Interested
☐ Very interested
☐ Highly interested

How likely would you be to take this course?
☐ Not at all
☐ Possibly
☐ Definitely

Which grade (9th, 10th, 11th, or 12th) would you most likely take this course?

Which course would you drop from your current plan to take this course?

If you are not interested in this course, please briefly explain why.

If you expressed interest in the course and are likely to take it, briefly explain why it appeals to you (if you are not interested, skip this question).
MIDDLE SCHOOL INTEREST SURVEY

Our school is proposing to add a new course to the list of available course offerings. The course title is:
This course would provide students with an opportunity to learn:

This course could be used:
☐ To satisfy a high school graduation requirement in
☐ As an elective course offering
☐ In place of

STUDENT COMPLETES

If our proposal is approved during the 20__-20__ school year, students would take this new course the following school year in 20__-20__. Part of the approval process requires us to survey the interest of students. We are asking you to tell us about your interest in this course by answering a few questions below. If you would not be a student at the school during the year the course would become available, please respond as if the course had been available to you for the current school year:

How much interest do you have in taking this course?
☐ Not at all
☐ To some extent
☐ Interested
☐ Very interested
☐ Highly interested

How likely would you be to take this course?
☐ Not at all
☐ Possibly
☐ Definitely

Which grade (6th, 7th, or 8th) would you most likely take this course?

Which course would you drop from your current plan to take this course?

If you are interested in this course, please briefly explain why.

If you are not interested in this course, please briefly explain why.

If you expressed interest in the course and are likely to take it, briefly explain why it appeals to you (if you are not interested, skip this question).
COURSE OUTLINE

Overall Course Goals (stated as outcomes):

FIRST QUARTER

List Title of Units for this Quarter:

List ALL Learning Objectives for this Quarter:

Assessment:

Learning Activities or Tasks:

SECOND QUARTER

List Title of Units for this Quarter:

List ALL Learning Objectives for this Quarter:

Assessment:

Learning Activities or Tasks:

THIRD QUARTER

List Title of Units for this Quarter:

List ALL Learning Objectives for this Quarter:

Assessment:

Learning Activities or Tasks:

FOURTH QUARTER

List Title of Units for this Quarter:

List ALL Learning Objectives for this Quarter:

Assessment:

Learning Activities or Tasks: