

PLEASE PROVIDE THE FOLLOWING INFORMATION IN A SEPARATE DOCUMENT.

1. Provide the rationale for the program. Include results of community-based assessments, student interest survey data, advisory committee recommendations, and needs identified by business and industry/employment outlook. **Note:** The student interest survey data must be derived from Kuder or a similar student interest assessment. If an area career center is requesting the approval for a new or expanding program, the student interest data must include data from all of the sending schools assigned to that area career center.
2. List the program goals and objectives in measurable terms.
3. Provide a topical outline of major units of instruction in the proposed program.
4. Identify program instructional contact hours, course sequence, and grade levels (if applicable).
5. Identify major methods of instructional delivery (laboratory, classroom, project-based, problem-based, etc.).
6. Identify the Career and Technical Student Organization and describe how it will be used to support curriculum, instruction, and assessment.
7. Identify postsecondary partners and/or business/apprenticeship partners. Provide a brief summary of possible postsecondary articulation agreements/dual credit agreements and/or partnership agreements that will be put in place once program/course is operational.
8. Identify and describe opportunities for assisting students in transitions to the workplace or continued education through such activities as experiential education, cooperative education, internships, apprenticeships, job shadowing, and job placement.
9. Identify the assessment plan to measure student progress including competency achievement.
10. Identify the plan for evaluating the effectiveness of the program, including evaluation instrument(s) used, methods of evaluation, and how results will be used for program improvement. For secondary level programs, identify the process for including program improvements in the overall district Comprehensive School Improvement Plan (CSIP).
11. Identify the number of weeks and clock hours if the adult program is to be eligible for Title IV (Student Financial Aid).

NOTE

- Requests for new program approval must address Items 1-10 above.
- Requests for program expansion (adding additional instructor time to an already existing approved program in the same building) must address Item 1 and any other items listed above that will change as a result of adding additional instructor time.
- Curriculum must be more advanced for an adult student to be eligible for financial aid.

TECHNICAL ASSISTANCE

For assistance in program development or implementation, contact the appropriate DESE section.

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|---------------------------------------|--------------|
| • Agricultural Education | 573-751-3544 |
| • Business Education | 573-751-3484 |
| • Family Consumer Sciences | 573-751-2644 |
| • Health Sciences | 573-522-5811 |
| • Marketing and Cooperative Education | 573-751-4367 |
| • Skilled Technical Sciences | 573-751-2584 |

FOR DEPARTMENT USE ONLY

DATE APPROVED

DATE TABLED

DATE DISAPPROVED