

**Ferndale School District
Administrative Procedures**

No. 2120 P-1
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**INSTRUCTIONS FOR NEW COURSE OF STUDY
FOLLOW-UP REPORT**

Please fill out the Course Organizer form in its entirety and submit to the Department of Curriculum, Instruction and Assessment prior to April 1 of the year after the new course has been implemented.

Teacher: the person or persons who instructed the course of study

Grade Level: the grade level at which this course was offered to students

Credits: how many credits will students earn who successfully pass this course

Department: at the secondary level, please identify the department or academic domain that this course supports

Course Title: title that appears in the course catalogue or on a course description

Critical Concepts of the Course: list only those concepts that are the big ideas for the Course. Concepts are those that are foundational to the course as a whole and that may cut across one or more units of study. Most courses will have ten or fewer critical concepts. Such concepts also form the criteria by which student performance in the course will be assessed.

Guiding Questions: this includes a set of critical course questions that every student in the class will be able to answer by the end of the course. The questions are broad in scope. The concepts identified above shape the guiding questions.

Alignment with Grade Level Expectations (GLE): which of the grade level expectations for this grade level and subject area are addressed by this course.?

Assessment Tools: how will student achievement of the course goals and objectives be measured and reported?