

# A. W. BEATTIE CAREER CENTER

SECTION: PROGRAM OF  
STUDIES  
INSTRUCTIONAL  
GUIDES

ADOPTED: April 22, 1999

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APPROVED: September 24, 2020

106. PROGRAM OF STUDIES INSTRUCTIONAL GUIDES	
<p>1. Authority Title 22 Sec. 4.4 Pol. 107</p>	<p>Program of Studies Instructional Guides (POS) shall be prepared for all planned instruction adopted by the Joint Operating Committee in order to direct and assist the professional staff toward the attainment of academic standards for that course of study.</p>
<p>2. Guidelines</p>	<p>Each program guides shall contain, as appropriate to that planned instruction:</p> <ol style="list-style-type: none"> <li>1. Objectives of the instruction.</li> <li>2. Concepts and skills to be taught.</li> <li>3. Suggested activities designed to achieve the objectives.</li> <li>4. Suggested methods of instruction.</li> <li>5. Assessment criteria and methods intended to evaluate the extent to which learning objectives have been achieved.</li> </ol>
<p>3. Delegation of Responsibility</p>	<p>Instructional staff members shall implement the Program of Studies guide that is developed for their program area. Instructors are also required to develop and update their program guides to correspond to the current industry standards and trends.</p> <p>The Executive Director or designee shall be responsible for the development and implementation of a plan to oversee each program guide's development.</p> <p>A system of administrative reviews shall be implemented to ensure that guides are updated and utilized by staff members. Copies of all current guides shall be kept on file electronically in the curriculum and database of the Career Center.</p>