IGB-E

New Course Proposal

Teacher's name _____

Proposed course name_____

Department/School_____

1. **Rational – Provide a justification of need, including data.**

2. **Description – List course description, goals/objectives, standards, any prerequisites, format in which course is offered, weighted or not, etc. (If extra space is needed, please use a separate piece of paper).**

3. **Audience – What student group (school, grade, department) is to be served?**

4. **Resources needed – List specific texts, technology, materials, equipment needed.**

5. **Evaluation – How will you judge the program's effectiveness?**

6. **Timeline for implementation – What steps need to be taken? Is this a proposed pilot? When will the evaluation be complete?**

7. **Process – How were decisions made in this process? Who was included?**

Teacher's signature_____**Date**_____

Approval: Principal's signature_____**Date**_____

Approval: Chief Academic Officer's signature_____**Date**_____

Approval: Superintendent's signature_____**Date**_____

(Note: Must be submitted for Governing Board approval according to timelines established by School Operations for registration purposes)