

USD 365, Garnett Schools Curriculum Course Completion Review Form:

Directions: Before submitting this course for publishing, please complete the requested information listed below attaching the reports.

Course Title: _____

Date: _____

(Make sure title is exactly how appears in the BYOC system)

Circle One: Required or Elective

Circle Grade Level(s): K 1 2 3 4 5 6 7 8 9 10 11 12

Course Author(s):

Course Reviewer(s):

Date Approved for Publishing:

Refer to the following system reports to assist in completing this course review checklist:

Scope and Sequence, Print Course, Standards Map, and Content Audit report. Go to the Learning Target list in the course to see that all are assigned.

COURSE LEVEL:

Course Description & Overview	<p>This text box is typed out in paragraph form in parent-friendly language. The overview is a well-written description of the content and purpose of the course. The overview provides a summary of what the student will learn.</p> <ul style="list-style-type: none"> <input type="radio"/> Complete <input type="radio"/> Needs Editing <input type="radio"/> Missing <p>Comments:</p>
Units (Scope & Sequence) Titles, Order, & Duration (time frame)	<p>The units are appropriate for the content to be covered. The order and duration are sensible and appropriate for coverage of the content. The duration is stated in days.</p> <ul style="list-style-type: none"> <input type="radio"/> Complete <input type="radio"/> Needs Editing <input type="radio"/> Missing <p>Comments:</p>
Additional Course Info.: Assessment Criteria, Materials & Resources, Prerequisites**	<p>Relevant information is listed in parent/student-friendly language.</p> <ul style="list-style-type: none"> <input type="radio"/> Complete <input type="radio"/> Needs Editing <input type="radio"/> Missing <p>Comments:</p>

UNIT LEVEL:	
Units - Descriptions	<p>Each unit features a well-written description of what the student will learn. The description is written in paragraph form and in parent-friendly language.</p> <ul style="list-style-type: none"> ○ Complete ○ Needs Editing ○ Missing <p>Comments:</p>
Topics (Scope & Sequence) Titles, Order, & duration (time frame)	<p>At least two topics are listed for each unit. The topics are appropriate for the content covered. The order and duration (time frame) are sensible and appropriate for coverage of the content. Duration is listed in days and the total time covered does not exceed the total days of the unit duration.</p> <ul style="list-style-type: none"> ○ Complete ○ Needs Editing ○ Missing <p>Comments:</p>
Additional Unit Info: Essential Questions, Academic Vocabulary, Technology Integration, Cross-Curriculum Opportunities, Summative Assessment, Materials and Resources** **not required but encouraged	<p>Relevant information is listed in parent/student-friendly language.</p> <ul style="list-style-type: none"> ○ Complete ○ Needs Editing ○ Missing <p>Comments:</p>
TOPIC LEVEL:	
Topic Descriptions	<p>Each topic features a well-written description of what the student will learn. The description is written in paragraph form and in parent-friendly language.</p> <ul style="list-style-type: none"> ○ Complete ○ Needs Editing ○ Missing <p>Comments:</p>
Learning Targets (LT)	<p>Each topic features at least one learning target attached to standards. Each LT begins with a verb that completes the sentence, “The student will...”</p> <ul style="list-style-type: none"> ○ Complete ○ Needs Editing ○ Missing <p>Comments:</p>

Activities	<p>Activities are what make the lesson plan. Are there ample activities to show student engagement? Do activities reflect all types of learners?</p> <ul style="list-style-type: none"> <input type="radio"/> Complete <input type="radio"/> Needs Editing <input type="radio"/> Missing <p>Comments:</p>
Additional Unit Info. Academic Vocabulary, Formative Assessment** not required but encouraged**	<p>Relevant information is listed in parent/student-friendly language.</p> <ul style="list-style-type: none"> <input type="radio"/> Complete <input type="radio"/> Needs Editing <input type="radio"/> Missing <p>Comments:</p>
Standards and Learning Target Alignment (Use Preselected Standards by Course Report)	<p>All standards are used and Each learning target is aligned to at least one standard.</p> <ul style="list-style-type: none"> <input type="radio"/> Complete <input type="radio"/> Needs Editing <input type="radio"/> Missing <p>Comments:</p>
Conventions	<p>There are no misspellings or grammatical errors.</p> <ul style="list-style-type: none"> <input type="radio"/> Complete and accurate <input type="radio"/> Needs Editing <p>Comments:</p>
Notes or Comments:	

Teacher(s) Verification verifies course is complete and recommended for publishing: Date: _____

Principal Verification: _____ Date: _____

Evaluation Committee Use Only: _____ Date: _____

Level of Completion: Complete _____ Minor Needs _____ Major Needs _____ Unfinished _____

Course Needs: Standards _____ Activities _____ Learning Targets _____ Learning Target to Activities _____
 Descriptors _____