

Norwalk Public Schools

Presenter's Proposal for In-Service Credit Course

Submit two copies of the proposal to the Office of Curriculum and Instruction for the following dates: The First Friday in December for the Spring ; The First Friday in April for the Summer and The First Friday in June for the Fall . The applicant is responsible for furnishing pertinent information with which a decision is to be made. Incomplete forms will be returned without review.

Presenter/s: _____ / _____
(Name/s) (Date of submission)

Reviewed by: _____ / _____
(Curriculum Administrator) (Date)

<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	_____ / _____
		Signature Date

Course Title: _____

Location: _____

Date(s) of Session(s): _____ Time(s): _____

Number of Hours: 10 (1 credit) 20 (2 credits) 30 (3 credits)

Intended Audience: _____

Capacity: ____ (minimum of 8 - maximum of 30 participants.)

Participant Fee Beyond Instructor's Fee: _____

Course Description (as it will appear on the flyer):

Outline of Day/s (Include agenda and time log of activities for each day):

1. Objectives of the Course:

A. Board Goals: (See Attached) Which element of the Board of Education's Instructional Goal does this course address?

B. Instructional Plan: (See Attached) How will this course contribute to and support the Instructional Plan for the Norwalk Public Schools? (Specify the section of the Instructional Plan which this course addresses.)

C. Learning Objectives:

How will this course improve the professional competence of participants?

D. How will this course improve student learning?

2. Expected Outcomes: What product or documentation of successful completion will be submitted by the participants?

3. Methods and Measures of Evaluation: How will the presenter/s know that the course has achieved the stated objectives?

Course Presenter/s:

Name: _____
Home Address: _____
Business Address: _____
Home Phone: _____ **Business/School Phone:** _____
E-Mail: _____

Education and Experience of Presenter/s (as it relates to this course):

Name: _____
Home Address: _____
Business Address: _____
Home Phone: _____ **Business/School Phone:** _____
E-Mail: _____

Education and Experience of Presenter/s (as it relates to this course):

Presenter/s signature/s:

Date _____

Please attach any handouts or materials that may be relevant in reviewing your proposal. Thank you.