

PLAN Course Creation Template

(This form is fillable and once complete may be saved and emailed as an attachment,)

Course Creator _____

School or Site _____

Today's Date: _____

Please complete all information below. When completed please give to your building PLAN Developer for input.

NOTE: If this course is connected to the curriculum, please first coordinate with your building Academic Coach or Curriculum Consulting Teacher (Language Arts, Math, Science, Social Studies, Special Education or Technology) to ensure alignment with District Goals. Confirm any agreements via email and forward to the Developer for documentation.)

CLASS PROPERTIES SECTION

1. COURSE NAME: ALL LETTERS OF TITLE MUST BE IN CAPITAL LETTERS

IS THIS A SITE-BASED ACTIVITY? _____ YES _____ NO

2. Course Type: Choose one:

_____ a. Web-based: Course is conducted totally online.

_____ b. Instructor-led: Course is conducted face-to-face with no online follow-up.

_____ c. Blended: Course is conducted partially in person and partially online. Could include a regular Instructor-led course with an online conversation conducted through the PLAN system.

3. Allow Re-registration? _____ "No" indicates they can only attend one time.

_____ "Yes" indicates participants may repeat this course multiple times.

4. Participants (See Participant List):

_____ "All students" (students indicates "teachers") and that the course is open to all teachers.

If there are others, please indicate: _____

5. If this is required for an audience, indicate that here. If not select "None."

6. If this is recommended for a target audience, indicate that audience here. If not select "None."

7. List KEYWORDS from Keyword List that would describe the primary content of this course. This is designed to help individuals when searching for courses. Place a comma between each one:

8. Prerequisite Notes:

9. Stipend: (If none, fill in "None" or put the amount per day.) _____

10. Professional Learning Objectives - Check all that apply:

	Course Objectives
	Apply and use instructional research
	Appropriate Family Involvement
	Appropriate stakeholder involvement
	Assessment literacy (understanding and use)
	Building district leadership capacity
	Create a safe, orderly and supportive learning environment
	Deepen educators' content knowledge
	Develop and implement collaboration skills
	Develop digital-age learning experiences and assessments
	Develop knowledge about human learning and change
	Develop relationship-building strategies
	Develop strategies for classroom management
	Develop student learning communities
	Disaggregate and monitor school and student data
	Enhance skills/programs to support mentors/mentees
	Examine district work essential for teacher/student success
	Facilitate and inspire student learning and creativity
	Integrate technology and curriculum
	Knowledge of resources to support adult learning
	Knowledge of rigorous and relevant curriculum strategies
	Model digital-age work and learning
	Organize adults into professional learning communities
	Promote model digital citizenship and responsibility
	Promote positive health, wellness and nutritional behaviors
	Research-based instructional strategies
	School improvement studies
	Understand and appreciate all students
	Use of effective educational technology resources
	Use of instructional technology equipment
	Use of technology applications

11. Course Categories - Check all that apply:

	Assessment – Data Analysis
	Assessment – Data Chats
	Assessment - Formative
	Assessment – Summative
	Curriculum and Instruction – Balanced Literacy
	Curriculum and Instruction – Benchmark Training
	Curriculum and Instruction – Behavior Management and Support
	Curriculum and Instruction - Best Practices
	Curriculum and Instruction – Differentiated Instruction
	Curriculum and Instruction – District Writing Model
	ELL – English Language Learner

COURSE CATEGORIES - CONTINUED	
General Program Information and Support - CPR	
General Program Information and Support – Edusoft	
General Program Information and Support – Safety	
General Program Information and Support – Suicide Prevention	
General Program Information and Support – Textbook	
Guidance	
Leadership – Advanced Leadership	
Leadership – Aspiring Administrators	
Leadership – Assistant Principals	
Leadership – Leadership Fundamentals	
Leadership – Leadership I and II	
Leadership – Leadership Teams	
Leadership – Principals’ Academies	
Leadership – School Representation	
Media Specialist	
New Teacher Activities	
New Teacher – COMP	
New Teacher – Get Hired – Get Wired	
New Teacher - I Can Do It	
New Teacher – Lead Mentor Training	
New Teacher – Mentor Training	
New Teacher – PRIDE Academy	
School Improvement Plan	
Special Education – Autism	
Special Education – CPI	
Special Education – General	
Special Education - Gifted	
Special Education - Inclusion	
Special Education – Language!	
Special Education – LiPS	
Special Education – Read 180	
Special Education – Related Services	
Special Education – RTI	
Subject Area	
Technology - Hardware	
Technology - Instruction	
Technology – Integration	
Technology – Software	
Site-based – Elementary	
Site-based – Middle	
Site-based – High	
Site-based – Alternative School	
Site-based – Middle College	

12. Number of Hours Credit _____

13. Indicate credit type and amount: (Check all that apply. Example: A course might offer a choice or combination of Stipend and In-service and TASL credit.)

_____ **Training Credit** - Maximum amount of Training Credits for this course.
(Classes held during regular paid hours).

_____ **In-Service:** Maximum amount of in-service credit for this course.

_____ **TASL – Tennessee Academy for School Leaders** _____ Max. number of hours TASL
Credit – For Administrators’ State Accredited pre-approved courses.

_____ **Stipend** – Classes for which teachers are paid a specified amount. (Not during school hours).
Indicate the amount of the stipend per day for this workshop if it applies _____

13. DESCRIPTION SECTION

Course Introduction: (One sentence purpose and/or to capture their attention)

Course Overview: (List objectives and what participants will learn or what their outcomes will be.) Indicate if teachers need to bring equipment or curriculum materials, tools etc.

FAQs SECTION

List frequently asked questions: List the question and the answer:

Biography

If an out-of-district consultant is used, please provide information about this person:

14. CLASSES SECTION

Class Meeting Information: Each class meeting is listed separately. Copy the last page if more class times will be scheduled. Titles of Class should begin with the Course Name. Place a slash (/) before adding any other title details: Example: SCHOOL NAME SBE/TITLE OF COURSE. (All caps) NOTE: Site-Based activities should have one of the following: SBE for Elementary, SBM for Middle and SBH for High School.

PROPERTIES - BASIC INFORMATION:

WORKFLOW: Choose your assigned workflow for your location.

CLASS NAME (ALL CAPS – SAME AS COURSE NAME)

USE SEATING LIMIT: (Check Yes . Normally there is one.)

TOTAL SEATS: _____ (Fill in number of spaces.)

MINIMUM ATTENDEES: _____ (Fill in the minimum.)

PARTICIPANTS REGISTER: _____ (Normally this is Yes unless the class is not published and individuals will be pre-registered because the class is limited to certain people.)

AUTOREGISTER: Normally No. See above.

HAS SUB EVENTS: Normally No.

SUB-EVENT OF: (Normally not used.)

ALLOW AUDIT? Normally no.

SITE: _____ (This means building. Schools, Central Office, Greenwood and APSU are on the Menu.

ROOM: _____ Fill in Room Number or Name

GROUPS: _____ (Leave Default at All Students unless it is for one school or one certain employee type. please list all.)

FACILITATOR NAME: _____

CONTACT INFORMATION:

CONTACT NAME: (All Caps) _____

CONTACT EMAIL: _____

CONTACT PHONE: _____

INTERNAL COMMENTS:

ONLY FOR WORKFLOW USE:

CATALOG NOTES:

Use to tell people to bring specific items, if there is lunch served or other things you would like people to know for that day.

Date of Class: _____

Start time: _____ **End Time:** _____

**PRINT LAST TWO PAGES OF THIS FORM TO ADD
ADDITIONAL CLASSES**