

CODIFICATION REFERENCE NUMBER: M 2230

DATE: June 18, 1996

REVIEWED: December 10, 2007

COURSE GUIDES

RESPONSIBILITY: Superintendent, Assistant Superintendent, Curriculum Supervisors, Director, Coordinators, and Faculty Leaders

PROCEDURES:

A. Format

1. Cover
 - a. Name of Bernards Township Public Schools
 - b. Title of course
 - c. Grade level(s)
 - d. Date of original development (if known)
 - e. Date of most recent revision
 - f. Revision of original

2. Title Page
 - a. Administration
 - b. Board of Education
 - c. Developers
 - d. Affirmative Action Officer
 - e. 504 Coordinator
 - f. Equal opportunity employer statement
 - g. Written statement of assurance that curriculum is aligned to NJ state standards

3. Program Philosophy: states the broad ideals that guide practice in the program

4. Overview
 - a. Purpose
 - b. Course prerequisites (secondary only)
 - c. Course description
 - d. Order of instructional sequence/suggested time line

5. Objectives
 - a. Prescribed basic content including skills, knowledge, attitudes, behaviors which reflects state mandates such as multicultural concerns, technology infusion, and NJ standards
6. Strategies/Activities
7. Assessment/Evaluation Procedures
 - a. includes performance assessments
8. Appendices, teacher resource/reference materials, work cited (optional)

B. Areas of Infusion

When developing, revising, or reviewing curriculum, the following areas must be infused into the **philosophy, overview, course description, objectives/outcomes, strategies/activities, and/or works cited/works consulted** whenever possible.

1. Performance Assessment
2. Information Skills
3. Multi-cultural Education
4. Career Education
5. Technology
6. Interdisciplinary Connections
7. Critical Thinking Skills
8. Staff Development Needs