



**SAN DIEGO CITY SCHOOLS
INTERDIVISIONAL CURRICULUM COMMITTEE**

Request to Conduct a Pilot Course

Instructions: Use this form to request approval for a pilot course (District Procedure No. 4060). Submit, with requested attachments, to: Instruction & Curriculum Division Office, Eugene Brucker Education Center, Room 2116. All pilot courses must be developed in consultation with the appropriate curriculum department(s). Official results must be reported to the ICC by the first Monday in April of the final pilot year. **ALL PILOT COURSES MUST BE APPROVED BY THE ICC AND THE BOARD OF EDUCATION PRIOR TO BEING IMPLEMENTED.**

| | |
|--|---|
| Pilot site(s) | Course contact person (name/title/telephone) |
| 1. _____ | _____ |
| Proposed course title (30 characters or less) | Curriculum area |
| 2. Grade levels 5 6 7 8 9 10 11 12 (Circle all appropriate) | |
| 3. _____ | _____ |
| Expected start date (school year and semester) | Proposed pilot term (one full year or two full years) |
| | <i>(Note: Pilots may be extended for one year beyond their initial term by the ICC; however, no more than one such extension is allowed.)</i> |
| 4. a) Will UC “a-g” approval be sought for course? | [Y] [N] |
| b) Is course tied to a magnet program? | [Y] [N] |

Do not complete items 5–7; LEAVE BLANK. (To be completed by staff at time of ICC meeting.)

5. Course Category

| | | | | | | | | | |
|---------------|--------------|-------|---------------------|------------------|-------------------|--------------------|-------------|--|----------------------------------|
| 1 | 2 | 3 | 4 | 6 | 8 | 9 | 10 | CBEDS | Course No. Modifier |
| District-wide | Site-adopted | Pilot | Summer/Extended Day | ___ AP ___ IB | Computer Literacy | ___ VEA ___ ROP | Career Path | _____ (4-digit category number) | A, B, C, D, E, F, G, L, S, |

6. Graduation Requirement Area

| | | | | | | | | |
|-----------------------|--------------------------|----------------|-------------------------|-------------|---------|-----------------|----------|--------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| English Language Arts | Visual & Performing Arts | Practical Arts | History/Social Sciences | Mathematics | Science | World Languages | Elective | Physical Education |

7. Course/Credit Value

| | |
|--|------------------------------|
| 2-semester course / 1 credit per semester | 6-week course / 0.33 credit |
| 2-semester course / 2 credits per semester | 9-week course / 0.50 credit |
| Year course / 2 credits (1 each semester)* | 12-week course / 0.66 credit |

**passing mark in 2nd semester replaces failing mark in 1st semester*

Multiple credit allowed? [Y] [N]

If yes, maximum number of times course may be repeated: _____

Use a separate piece of paper to respond to items 8–15. A sample response is available upon request from the Instruction and Curriculum Division office to use as a reference.

- 8. **Overview.** Provide a brief description of the course. *(This language will be used on the ICC agenda.)*
- 9. **Purpose.** State your reasons for wanting to offer the course.
- 10. **Objectives.** List all course objectives (in terms of expected student performance outcomes) and academic content standards covered.
- 11. **Instruction.**
 - a) Provide name(s) of teacher(s) who will conduct the pilot
 - b) Provide course outline of proposed instructional topics (instructional plan)
 - c) Describe teaching methods
 - d) List textbooks/instructional materials to be used
- 12. **Evaluation.** Describe the assessment/evaluation instruments that will be used to measure student achievement of course objectives and state standards (e.g., pre and post assessments, end-of-course exams, CAHSEE, CST, CELDT, performance-based or benchmark assessments). Be specific when describing how these assessments will be evidence of achievement of the course objectives and purpose. State your objectives for students, the measures of performance you will bring back to the ICC near the end of the pilot period and how they will demonstrate that the course was effective.
- 13. **Costs/Funding.** Provide a breakdown of estimated costs of conducting the pilot (personnel, equipment, textbooks, etc.) and identify sources and availability of funding. List any special resources required.
- 14. **Equity.** Describe strategies to ensure gender and ethnic equity.
- 15. **Impact.** State how this course will impact other courses at your site. Will it cause existing courses or sections to be deleted?

REQUIRED SIGNATURES *(in order of approval):*

| | | |
|---|------------|------|
| Pilot Site Principal | Print Name | Date |
| Curriculum Director/Designee | Print Name | Date |
| Curriculum Director/Designee* <i>*when more than one curriculum area is involved</i> | Print Name | Date |
| Assistant Superintendent | Print Name | Date |
| Instruction & Curriculum Exec. Director | Print Name | Date |

It is requestor’s responsibility to ensure that all necessary signatures are obtained prior to submitting this form.. Requests without signatures will not be placed on the ICC agenda.

Approval Dates *(to be completed by ICC secretary)*

ICC _____ Board of Education _____