

TECH Adademy Staff Development Program



Course Proposal Form

1. Course Title _____

2. Name _____

Building _____

Position _____

Home Telephone Number _____

E-Mail Address _____

3. Course Outcomes (Identify what participants will know and be able to do.) Please be aware that courses should increase the **technology knowledge base and skills** of staff rather than focus on curriculum, instruction, or materials development. There are other district and building funds available for the development of projects.

4. Provide a brief description of the software application/technology and its use.

5. Target Audience _____

6. Class Size Minimum _____ Maximum _____

7. Course Logistics Proposed Number of Hours for the Course _____
(2-12 hours is a recommended range.)

Proposed Dates _____

Proposed Days of the Week _____

Preferred Time(s) - Check all that apply.

_____ Weekdays 3:30 - 5:30

_____ Weekdays 4:00 - 6:00

_____ Weekdays 6:00 - 8:00

_____ Saturdays 8:00 a.m. - Noon

_____ Saturdays 1:00 p.m. - 5:00 p.m.

_____ Other

Proposed Meeting Location _____

8. Participant Prerequisites (Knowledge & skills required prior to enrollment.)

9. Does the software and hardware required to conduct this workshop currently exist at the location proposed above ? Yes No

Comments: _____

Please be prepared to provide a description of the topics and activities for **each session** of the proposed course if the course is approved. Please call Rosalie or Shelia at 346-4745 if you have any questions regarding the course proposal.

Return the completed proposal to the Teacher Center.