Prior to submission of HSC

- o Did you request the most current HSC through the WDE?

Information on the HSC

- o Please ensure the course title listed on the HSC verification form matches the course title listed on the syllabus.
- o All fields must be complete, including SCED code and delivery mode

Information to include for course approval

- o Did you include a syllabus for each course added?
- o Are all of the following included on your syllabi?
    - o Please include the following on each course syllabus:
    - o District name and/or college name as well as teacher name;
    - o Prerequisites;
    - o # of credits (0.5 = 1 semester, 1.0 = 1 full year, 3.0 or 4.0 credits if college credit);
    - o Course description;
    - o WY Content and Performance Standards [current and text version, not just coding – found at http://edu.wyoming.gov/educators/standards] (if the course is provided virtually, and lists other state or national standards, WyCPS content standards that align must also be attached);
    - o Units of study (with expected timing, e.g. 5 weeks, 3-4 weeks, 1st quarter);
    - o Course expectations/outcomes/goals;
    - o Materials/resources used; and
    - o Major assessments/assignments given.

Sample Template can be found on the next page(s)

Sample Syllabus

[District] County School District
Course Syllabus

College &/or School Name:		Prerequisite(s):	
Teacher Name:		SCED Code:	
Course Name:		# of Credits:	

COURSE DESCRIPTION

Please give a concise description of this course including the purpose and what students will demonstrate and/or gain from this course. This section may include course expectations, outcomes, and/or goals.

WYOMING CONTENT AND PERFORMANCE STANDARDS

DOMAIN or STANDARD TITLE	
Benchmark Code	Benchmark Description
Benchmark Code	Benchmark Description
DOMAIN or STANDARD TITLE	
Benchmark Code	Benchmark Description
Benchmark Code	Benchmark Description

COURSE MATERIALS & RESOURCES

Please name the textbook(s), website(s), and or materials that will be used when teaching this course.

UNIT OF STUDY & TIMELINE (COURSE OUTLINE)

	Unit of Study	Timeline (e.g. 3-4 weeks)	Standard Code(s) (in reference to that listed above)	Outcomes (Objectives / Goals)	Major Assignments, Projects, Assessments
Semester 1					
Semester 2					