

# Hathaway Curriculum Checklist for Districts

## **Information for the HSC**

- All new courses along with syllabi must be submitted to the Hathaway Team for approval prior to listing the courses on the WDE638.
- After receiving approval from the WDE be sure to add the courses to the WDE638.
- Please ensure the course title listed on the WDE638 form matches the course title listed on the syllabus. All fields must be complete, including SCED code.

## **Information to include for course approval**

- Did you include a syllabus for each course added?
- Are all of the following included on your syllabi?
  - Please include the following on each course syllabus:
    - District name and/or college name as well as teacher name;
    - Prerequisites;
    - # of credits (0.5 = 1 semester, 1.0 = 1 full year, 3.0 or 4.0 credits if college credit);
    - Course description;
    - 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);
    - Units of study (with expected timing, e.g. 5 weeks, 3-4 weeks, 1<sup>st</sup> quarter);
    - Course expectations/outcomes/goals;
    - Materials/resources used; and
    - Major assessments/assignments given.

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

**SYLLABUS TEMPLATE** – The following sections must be present but not necessarily in this order. This is an example and is not being mandated. Districts may still use their own template but may need to add some sections to ensure all sections shown on the checklist are included.

# 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					