

First-Time Course

The Professional Development Application (Form DPS-A) provides pertinent course information necessary for Curriculum and Instruction Department approval and identifies specific DPS goal(s) being addressed, course content, and course objectives. For first-time instructors, completing this application is the first step in the approval process.

To Complete a Professional Development Application

- ✓ Review the district's goals on the Professional Development Application. Identify specific goal(s) addressed.
- ✓ Complete course title and course description information.
- ✓ State in measurable terms your course objectives (for example, what participants will be expected to accomplish and/or do).
- ✓ Attach a session-by-session outline of course content.
- ✓ Describe activities that enable participants to fulfill course objectives.
- ✓ Attach bibliographic references for readings or other materials required.
- ✓ List expectations of participants (for example, reading, writing, attending, observing, implementing).
- ✓ Specifically address the basis on which participant achievement will be evaluated and if the objectives of this course have been accomplished.
- ✓ Indicate appropriate contact hours and calculate total fees.
- ✓ Indicate days, dates, and times.
- ✓ Indicate specific site and its address, city, state, and zip.
- ✓ Indicate prerequisites and grading scale.
- ✓ Sign and date the application. List social security and work and home telephone numbers.
- ✓ Complete registration and/or contact section.

To Complete a Resume/Vita

The resume must include the instructor's home address, work and home telephone numbers, social security number, educational history, and professional experiences (especially in regard to curriculum development).

Due Date

Please submit the Professional Development Application form and Resume/Vita to the Curriculum and Instruction Department/Professional Development 60 days before the first day of class.