| COURSE INFORMATION |
| --- |
| **COURSE NAME/TITLE:** |       |
| **COURSE TYPE:**Instructor-Led, Web-Based, or Blended | [ ]  Instructor-Led[ ]  Web-Based[ ] Blended (Instructor-Led and Web-Based) |
| ***COURSE - BRIEF INTRODUCTION:****(Please use 1-2 sentences introducing the PD event)* |       |
| **COURSE - DETAILED OVERVIEW:**(Please include a description, activities, assessment of implementation, etc.)For Example: “During this professional development, participants will…”**Please note –for descriptions that include more than 250 characters, please attach a separate description document.** |       |
| **CLASS CATEGORY:** | [ ]  Assessment[ ]  Classroom Management[ ]  Climate/Culture[ ]  Curriculum/Instruction[ ]  Induction/Orientation | [ ]  Intervention[ ]  Leadership[ ]  Mandated Training[ ]  Technology |
| **CLASS SUBJECT:** | [ ]  Art[ ]  Health[ ]  Intervention[ ]  Leadership[ ]  Math[ ]  Music[ ]  PE[ ]  Reading | [ ]  Science[ ]  Social Studies[ ]  Special Education[ ]  Technology[ ]  World Language[ ]  Writing[ ]  Other |
| **INSTRUCTOR/PRESENTER:** |       |
| **CLASS DATES:**(If more than one – are participants allowed to attend each.) |       |
| **CLASS START AND END TIMES:** |       |
| **NUMBER OF COURSE/CLASS CONTACT HOURS:** |       |
| **LOCATION** (Please secure Location): |       |
| **REGISTRATION DEADLINE:** |       |
| **TOTAL SEATS AVAILABLE:** |       |
| **REQUIRED FOR:** |       |
| **RECOMMENDED FOR:** |       |
| **WHO SHOULD HAVE ACCESS TO THIS CLASS:** Please provide names of individuals to be added to class group list.If more than one class is associated– are participants allowed to attend each class? (We have to indicate on the course if participants are allowed to “re-register”). |       |
| **TRAVEL AUTHORIZED:**If yes, indicate type of mileage or travel, airfare, and lodging rental car, etc., and which folks it specifically applies to. |       |
| **STIPEND FOR PARTICIPANTS:** If yes, please indicate amount. |       |
| **MEALS PROVIDED AT EVENT** | [ ]  Breakfast Snack[ ]  Lunch[ ]  Dinner |
| **OTHER:** Class Notes, Class Agenda, Syllabus information, etc. |       |

|  |
| --- |
| SPONSOR & CONTACT INFORMATION |
| **SPONSORING DEPARTMENT FUNDING THIS EVENT:** |       |
| **FUNDING ACCOUNT CODE:** |       |
| **MATERIALS AND/OR TECHNOLOGY NEEDED:**For Example: Order books, copy handouts, LCD projector, 14 computers, microphones, etc. |       |
| **TODAY’S DATE** (Form Submittal Date)**:** |       |
| **CLASS FACILITATOR** (Department Secretary or other person managing the details of this event) |       |
| **CONTACT PERSON:** |       |
| **CONTACT PHONE:** |       |
| **CONTACT EMAIL:** |       |