## CARBON CAREER & TECHNICAL **INSTITUTE**

SECTION: PROGRAMS

TITLE: PROGRAM/COURSE GUIDES

ADOPTED: June 19, 2003

**REVISED**:

	106. PROGRAM/COURSE GUIDES
1. Authority Title 22 Sec. 4.4 Pol. 107	A guide shall be prepared for each course of study adopted by the Joint Operating Committee in order to direct and assist the professional staff toward the attainment of program competencies.
2. Guidelines	Each academic program/course guide may contain, as appropriate to that planned instruction:
	1. Objectives of the instruction
	2. Concepts and skills to be taught.
	3. Appreciations to be developed.
	4. Suggested activities designed to achieve the objectives.
	5. Suggested methods of instruction.
	6. Assessment criteria and methods intended to evaluate the extent to which learning objectives and competencies have been achieved.
	Each vocational-technical program/course guide shall contain the following in order to be complete:
	1. School philosophy.
	2. Program/course philosophy.
	3. Program/course description.
	4. Program/course standards.
	5. Occupational job titles.

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	6. Occupational task list.
	7. Time allocated to each task and planned course components.
	8. Task grid of job titles and tasks.
	9. A learning guide for each task in approved format.
<ol> <li>Delegation of Responsibility</li> </ol>	Each teaching staff member shall implement the assigned instructional program in accordance with the program/course guide. Any deviation from its content must be approved by the Administrative Director or his/her designee in advance.
	Vocational-technical course guides shall reflect nationally recognized or state- mandated skill standards and the recommendations of the Occupational Advisory Council. Whenever nationally recognized supporting curriculum is available, it shall be incorporated into the school model. Every program/course guide shall provide for horizontal and vertical articulation with participating districts' and post-secondary programs.
	Copies of all program/course guides currently in use shall be kept on file in the offices of the Administrative Director and the Supervisor of Curriculum and Instruction.
School Code 1841	
PA Code Title 22 Sec. 4.4, 4.11, 4.13	