DEPARTMENT OF EDUCATION

CURRICULUM ASSESSMENT CHECKLIST

*Instructions: Use this checklist to assess each of your curriculum proposal(s) and to be sure you have all necessary curriculum components developed. Each curriculum proposal must include **all** the items identified in the checklist below.*

	School Name: **Items**	**Included (√)**	**For DOE Use Only**	
			Acceptable	Needs Further Development
1.	**Course/Program Title with CIP Code Number:** Provide the name or title of the program to reflect the specific occupational training the student will receive.			
2.	**Program Description:** Provide a brief description of what the program is about, for whom it is intended and its purpose.			
3.	**National Skill Standards, State Agency or Advisory Board Letters.** Please provide proof that your curriculum meets national standards, has been reviewed by a state agency or has been reviewed by an advisory board of at least five industry experts. This may include copies of letters from other state agencies approving the program(s) or Advisory Board letters attesting to the validity and reliability of the program(s). These letters should be on professional letterhead or be accompanied by the business card of each Advisory Board member.			
4.	**Competencies:** Describe the occupational objectives and competencies to which the program/course is aligned. Provide the National Skill Standards or other nationally recognized curriculum source(s) to which the program/course is aligned.			
5.	**Competencies Prior to Enrollment:** List pre-requisites for this course/program, including skills required and prior courses to be taken. Include competencies students need to meet prior to enrolling in the course/program.			
6.	**Facilities:** Describe the facilities in which the program/course will be offered. Delineate the educational space within the facility. Submit a floor plan of the proposed facility. Identify the nationally recognized standard (where it exists) used to design the facility.			
7.	**Instructional Hours:** List in outline form the topics/subjects that will be covered. Include the number of instructional hours for each topic/subject, program length and the total instructional hours of the course/program.			
8.	**Outline of Subjects/Complete Curriculum:** Describe the major elements of instruction of the program/course. Provide the necessary curriculum components, including subjects or topics, of each course/program.			

9.	**Instructional Staff:** Provide the names and job title of instructional staff, if known. If staff has not been identified, provide a description of the qualifications and required certification, where applicable. Note: Include copies of industry certifications, where applicable, and proof of successful completion of a curriculum and instruction course offered through an accredited college.			
10.	**Instructional Strategies:** Describe the intended instructional method for the course/program, teaching methods to be used, audio/visual aids and other educational technology planned.			
11.	**Equipment and Supplies:** Separately, list the equipment, tools and text materials that will be used in the course/program to fulfill the competencies and skills identified in Item 4.			
12.	**Evaluation:** Describe the method(s) by which students will be evaluated including, where applicable, the national or state licensing/ certification tests. Provide the skill proficiency assessment instruments that will be used to evaluate student progress, such as, texts, quizzes, projects and hands-on evaluations. If internships are part of the instruction, provide a complete schedule of events.			
13.	**Signed Internship Contract(s):** If the school provides an internship as part of the program. The contracts should outline what the students have learned at the school and what they are allowed to do on the internship site. It should have a beginning and ending date, identify who will oversee the students at the site and how the students will be graded. An internship should be no more than 10% of the grade.			
14.	**Enrollment:** Estimate the maximum number of students you expect to enroll in each program/course.			

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Signature: Education Program Development Specialist   Date