



# CREDO ACADEMY COURSE PROPOSITION

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Please use these instructions to complete the course proposal form.

1. Course title: This is the title we will use for all paperwork and website referring to your course.
2. Grade level: The grades should be in a narrow range using the following suggestions 6-8 (ages 11-14), 9-12 (ages 14-18). You may narrow even further or group differently if your course content dictates (such as grades 9-10).
3. Course description: Make this lively and appealing.
  - This is the exact description that we will use in the catalog to advertise your course.
  - Putting quality into your description helps parents when deciding whether a course will fit their child's needs. Clear expectations are a primary indicator of a successful offering – our parents like knowing what to expect from a class.
  - Make sure course description adequately informs parents of your intended scope and sequence, particularly if there are any items that might raise questions.
4. Length of class period: This will depend on the amount of time needed to get through the materials and instruction you have prepared for your class.
5. Availability to teach:
  - This is the time of day you will be available (i.e., mornings or afternoon).
  - While we recognize it may be difficult for you to commit without knowing what will be offered for your children at a given hour, unless there is initial commitment, a schedule cannot be prepared. We make every effort to make schedules work for our instructors and their children.
  - We will strive to make sure that every grade level has a good variety of course from which to choose as the Lord provides teachers.
6. Duration of the class:
  - This will depend on the amount of time needed to get through the materials and instruction you have prepared for your class.
  - Please keep in mind that a two-semester course requires a two-semester commitment not only from the instructor but from the families as well.
  - If you plan a two-semester class, you will want to determine if you will allow for new students to enroll for the second semester.
7. Homework:
  - This is the expected amount of homework a student can plan for each week.
  - Please keep in mind that when a family enrolls in Credo courses, they are also completing other courses at home. With this in mind, homework needs to be more than busy work.
  - Lengthy projects must be given to students and their parents in writing. This will allow students an opportunity to schedule their time and protect the instructor from accusations of unfair assignments.

8. Prerequisites:
  - If the material you are covering requires a minimum skill level (reading, math, motor skills) or a prior course to be completed, please communicate that in this section.
9. Fees:
  - There are two kinds of course fees, “course/tuition fee” and “material fee”.
    - Tuition Fee: This is the per-student fee to cover your time for instructing for each semester. For many classes, this is the only fee.
    - Material Fee: This covers additional expenses you might incur for copies, materials and/or necessary texts or workbooks that you will be supplying.
  - You collect all fees for your courses. Checks are made out by parents to your name.
  - You are accountable to the families you serve, so please give an explanation for material fees. This fee is for your expenses, not time. Please use integrity if you decide to charge a material fee.
10. Course Supplies (Family):
  - Please list all supplies you will need the family to provide for their student to bring each week. The families need to budget and plan when they are considering multiple courses with various supplies and class fees.
  - If you require a student workbook or text you will need to specify whether you will supply them or if the family is expected to do so.
  - Materials/books: If materials need to be ordered by parents, please indicate the following:
    - Title of resource book(s) with edition number and author, if appropriate. (ISBN numbers prove to be the easiest way to order books. Please check prior to listing if the particular ISBN is currently available for older books.
    - For materials that may not be commonly available, please provide sources for ordering materials with websites, addresses, and/or phone numbers.
    - Estimated cost of materials.
11. Minimum and Maximum Number of Students:
  - Because we want to focus on quality teaching, please prayerfully consider the appropriate number of students the Lord is calling you to teach.
  - Please identify both the maximum number of students you will take for the class and also identify the minimum number of students that you desire in order to have the class.