

Department of Labor and Workforce Development

Literacy, ESL, HSE & Remedial Curriculum Approval Checklist

<i>Instructions:</i> Use this check list to assess each of your curriculum proposal(s) and to ensure that all necessary curriculum components have been developed. Your curriculum proposal must include the items identified in the check list below. All literacy, ESL HSE and remedial programs must be submitted to the Department of Labor and Workforce Development.						
	Items	Included		For Department of Labor & Workforce Development Use Only		Comment/Specific Deficiency
		Yes	No	Acceptable Yes	No	
1	<i>Describe the specific targeted population.</i>					
2	<i>Program Title:</i> Provide name or title of the program to reflect the specific literacy level of instruction the learner will receive.					
3	<i>Curriculum Description/Outline of Subjects: Each curriculum must:</i> 1) Provide in narrative form a program description including the major elements of instruction of each course within the program; 2) Provide the necessary curriculum components, including subjects or topics, for each course within the program; 3) Provide Core Literacy Curriculum which should include instructional practices, such as but not limited to: phonemic awareness, systemic phonics, fluency, and reading comprehension; 4) Learning should be in real-life contexts to ensure that individuals gain the skills necessary to compete in the workplace; 5) Activities should be built on a strong foundation of research and effective educational practices.					
4	<i>Competencies:</i> Describe the literacy objectives and competencies to which the program is aligned. Provide the nationally recognized curriculum source(s) to which the program is aligned.					
5	<i>Competencies Prior to Enrollment:</i> List pre-requisites for this program, including skills required and prior courses to be taken. Include the competencies that students need to meet prior to enrolling in the program					
6	<i>Facilities:</i> Submit a floor plan of the proposed classroom including furniture and equipment as appropriate.					
7	<i>Intensity and Duration:</i> Classes must be of sufficient intensity and duration to enable the learner substantial learning gains. List in outline form the topic/subjects that will be covered. Include number of hours for each subject/topic and total instructional hours of the program.					
8	<i>Instructional Strategies:</i> Describe the intended instructional methods to be used, audio/visual aids and other educational technology to be used.					
9	<i>Equipment and Supplies:</i> Separately, list the equipment, tools and text materials that will be used in each course within the program necessary to fulfill the competencies and skills identified in Item 4.					
10	<i>Evaluation:</i> Describe method(s) by which learners will be evaluated and identify the pre and post assessments to be used. Include the grading policy and a copy of any skill proficiency assessment instrument(s) to be used in the course/program. Provide specific techniques to be used to measure learner's progress and evaluations for each major element of instruction. Include samples of assessment tools to be used.					
11	<i>Instructional Staff:</i> Provide the names and job titles of instructional staff. If staff has not yet been identified, provide a description of the qualifications & required certifications, if applicable.					
12	<i>Enrollment:</i> Estimate the maximum number of students you expect to enroll in each program.					
13	<i>Section J:</i> Completed Section J Form for each program. Be sure to include the CIP Code, tuition and fees.					
For LWD Use Only						
Program Specialist			Date			