Curriculum Work Details for Instruction in Another Language

To file a curriculum for instruction in another language, other than English, the school is required to:

- 1) To have filed a corresponding curriculum application in English that is approved.
- 2) File a corresponding curriculum application in the language being requested.
- 3) Have this work detail form uploaded to the foreign curriculum application as prescribe below.
- 4) Upload an acceptable translator's affidavit.

Complete the following information in English

School Name				Today's Date
Street				
Street				
City		State	Zip	
Name of the approved curriculum				
Foreign Language of Instruction	Name of Translator			Contact number

- The following information must be translated from the approved English version, into the language being requested and then uploaded under the curriculum as <Coursework Details>.
- In addition, <u>the translator MUST</u> provide a notarized affidavit uploaded with this document. The notarized affidavit MUST:
 - 1) provide the name, address, email, and phone number of the translator;
 - 2) attest to translator **NOT** being an employee, or otherwise affiliated with the school;

3) confirm that translator is proficient in **BOTH** the English language **AND** the **LOTE**, and specify where he/she acquired knowledge of **LOTE**;

4) affirm that the translation is a "true and complete" translation of the original – identified by **title** and **NEVER** as "the attached".

17. Occupational/ Non-occupational Objectives

List entry-level job titles for which a student will qualify upon completion of the curriculum or briefly identify the non-occupational objective.

18. Breakdown of Theory, Skill and Internship Hours

List the courses/ units in the order in which instruction will take place. Place an asterisk (*) next to any courses/ units which can be offered in any sequence within the curriculum. List the number of hours offered for each course/ unit in the second column. In the third column list the predominant focus of the course/unit, either "T" for theory, "S" for skill, or "I" for internship/ externship. List only one letter for each course/ unit. Use additional sheets if necessary.

			Bureau Use Only	
		"T", "S", or	Student -	
Course/ Unit Title	Hours	"I" (see above)	Teacher Ratios	Teacher Licensure Area
	nouis	ubove)	:1	
			:1	
			:1	
			:1	
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	1			

Bureau Use Only	

19. Textbooks and Instructional Aids

Complete for each course. If no texts or instructional aids are used, enter course title and "NA." Use additional sheets if necessary.

Course Title:	
Textbook:	
Publisher:	Date:
Software:	
Other Instructional Aids:	
Course Title:	
Textbook:	
Publisher:	Date:
Software:	
Other Instructional Aids:	
Course Title:	
Textbook:	
Publisher:	Date:
Software:	
Other Instructional Aids:	
Course Title:	
Textbook:	
Publisher:	Date:
Software:	
Other Instructional Aids:	
Course Title:	
Textbook:	
Publisher:	Date:
Software:	
Other Instructional Aids:	
Course Title:	
Textbook:	
Publisher:	Date:
Software:	
Other Instructional Aids:	

20. Equipment List

Describe equipment used by students for this curriculum only. Do not include instructional aids or desks/chairs. Include manufacturer's name, model, and name of item. For computers, also indicate the speed in MHz, and the size of the harddrive, and the RAM.

*Location:

Quantity	Description
	Bureau Use Only

21a. Content Outline

Include an outline of topics to be covered for each course. Attach additional sheets if necessary.

Course Title:

21b. Performance Objectives (Optional)

(Effective October 1, 2002, the submission of performance objectives is optional, except for allied health curriculum, curriculum from new schools, and curriculum that needs to be evaluated by an expert. Schools must still maintain appropriately written Student Performance Objectives for each curriculum at their school location and make them available to all instructors and the Bureau upon request.)

Complete performance objectives for each course include conditions, student behaviors, and standards.

Course Title: _____