

H. Course Description:

Include course description on Web Site? ____ yes ____ no

Registration: ____ district-wide or ____ closed class.

I. Objectives of the course:

J. Method of Instruction:

1. State which method(s) of instruction will be used (e.g., lecture, group discussion, demonstration, participants presentations, role-playing, audio-visuals, lab, etc.)

2. List texts or other resources, which will be used in the course:

K. Students:

1. Who is eligible to enroll in course?

2. Any prerequisites?

L. Method of grading: (e.g., examination, required assignments, participation, etc). **Please note that attendance is mandatory.**

M. Content standards: Identify by **subject and number** those content standards that are addressed:

____ **Math** ____ **Science** ____ **Social Studies** ____ **English/LA** ____ **Other**

Signature of Applicant

Date

Signature of Inservice Coordinator

Approved Denied

Date

INSERVICE INSTRUCTOR

(Please complete for each instructor)

NOTE: Instructors will not receive pay if attendance at the first class is fewer than ten WCSD employees.

Lead Instructor:

Current Teaching Assignment or Employment:

Educational Background:

Information supporting qualifications to teach class:

NOTE: Instructors will not receive pay if attendance at the first class is fewer than ten WCSD employees.

INSERVICE INSTRUCTOR

(Please complete for each instructor)

Add'l Instructor:

Current Teaching Assignment or Employment:

Educational Background:

Information supporting qualifications to teach class:

Inservice Course Approval Checklist

Washoe County School District

Instructions:

- _____ 1. Submit **new** and repeat course applications at least **three weeks prior** to the beginning of the class.
- _____ 2. Be specific about times for instruction. **One credit equals 15 hours of instruction.**
- Breaks and meals must be clearly indicated.
 - A four hour session requires a 15 minute break beyond instructional time.
 - An eight hour session requires a 30 minute lunch and two 15 minute breaks beyond instructional time.
- _____ 3. Check for accuracy and completeness. Incomplete forms will be returned.
- _____ 4. Return forms to Staff Development Services, Brown Center, 14101 Old Virginia Road, Reno, NV 89521.

Information:

If the application is approved, the applicant will be sent instructions. If it is not approved, it will be returned with a letter of explanation.

After the Inservice class, the applicant is expected to properly and completely fill out all paperwork and return it within **one week**, including:

- all evaluations
- yellow copies of the credit certificates
- Attendance and Credit Report
- signed Special Services Agreement (if applicable)

Payment for Instruction:

- Instructors may receive pay or credit for teaching a class, but not both.
- **No more than two** instructors may be listed to receive pay for any class and each will receive one-half share of the standard pay. An instructor must be instructing the class at least 50% of the time in order to be paid.
- The standard pay is \$560 per workshop.
- NOTE: Instructors will not receive pay if attendance at the first class is fewer than ten WCSD employees.

Notes:

- Travel, classes held outside of the country, half credits, courses offered by non-district personnel, and courses that don't address the academic standards are not approved for Washoe County Inservice credit. Those types of requests must be submitted directly to the State Department of Education.
- Correspondence courses are not offered for inservice credit.

Direct questions to:
Staff Development Services, Brown Center
Inservice Department
Kit Urbani (775) 850-8057