

**A. W. BEATTIE
CAREER CENTER**

SECTION: PROGRAMS

TITLE: GUIDES FOR PLANNED
INSTRUCTION

ADOPTED: April 22, 1999

REVISED:

<p>1. Authority Title 22 Sec. 4.4 Pol. 107</p> <p>2. Guidelines</p> <p>3. Delegation of Responsibility</p>	<p style="text-align: center;">106. GUIDES FOR PLANNED INSTRUCTION</p> <p>Guides shall be prepared for all planned instruction adopted by the Joint Operating Committee in order to direct and assist the professional staff toward the attainment of academic standards for that course of study.</p> <p>Each guide may contain, as appropriate to that planned instruction:</p> <ol style="list-style-type: none"> 1. Objectives of the instruction. 2. Concepts and skills to be taught. 3. Suggested activities designed to achieve the objectives. 4. Suggested methods of instruction. 5. Assessment criteria and methods intended to evaluate the extent to which learning objectives have been achieved. <p>Each teaching staff member shall conduct the assigned planned instruction in accordance with the guide. Any deviation from its content must be approved in advance by the Executive Director or designee.</p> <p>The Executive Director or designee shall be responsible for development and implementation of a plan for preparation of such guides.</p> <p>A system of administrative review shall be implemented to ensure that guides are being followed by teaching staff members to the degree of conformity required.</p> <p>Copies of all current guides for planned instruction shall be kept on file in the office of the Executive Director.</p>
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