

# Professional Development Course Proposal Form

Please read through the following procedures and expectations for offering professional development in PSD. To access the PSD Professional Development Procedures and Expectations within the PSD Website, please click [HERE](#).

### Course Proposal Submission

- In addition to PSD Lane Change credit, CSU credit will be offered for any courses that consist of increments of 15 hours. Course proposal **must be received 30 days prior** to the start of the first class in order to meet CSU's timeline for course submission through Continuing Education. If the proposal is not received 30 days prior to the start of the first class, we may not be able to offer CSU credit to participants.
- Courses may not be retroactively created; credit will not be available for any classes that occur before the course proposal is approved and entered into the PD Online Catalog.

**Name of Person Submitting Proposal:** [REDACTED]

**School or Department:** Student Services

**Email Address:** [REDACTED]

**Phone Number:** [REDACTED]

**Title of Course:** ABC's of LGBTQIA+

**Date of First Meeting:**

**Course Logistics:** Please note - choosing "School-site Only" will **only** allow staff from your site to view this course. If you have staff that are assigned to multiple sites, please choose District-wide.

- School-site Only     
  District-wide     
  Other:

**Audience - Required:** (Please select all applicable boxes. Staff in groups not selected will not be able to see the course in the catalog)

- All PSD Employees     
  Any Interested Participant (including guests)  
 PSD Licensed     
  PSD Classified  
 PSD Administrators     
  Substitutes

**Additional Notes about Audience:** [Click here to enter text.](#)

**Type of Course – choose one**

- Mandatory (class mandated by law/policy or rule specific to job responsibility)  
 District Required (class required due to direct tie to district goals or initiatives)  
 Job Specific Strongly Encouraged (class specific to a certain role and associated duties)  
 Optional (participant's choice to attend)

*NOTE: Mandatory and Required courses are not available for PSD Lane Change Credit or Classified Professional Growth Credit. Mandatory or Required course transcripts will show the hours for CDE License Renewal only.*

**Approval (Both Required)**

I approve this course proposal and funding source.

\_\_\_\_\_ Date: 9.20.21



*Principal or Department Director*

I approve this course proposal and associated credit. \_\_\_\_\_ Date: \_\_\_\_\_

*Professional Development Director*

## Standards-Based Teaching and Learning Dimensions

Framework dimensions addressed by course (Please select all applicable boxes)

<input type="checkbox"/> Purpose
<input checked="" type="checkbox"/> Student Engagement
<input type="checkbox"/> Curriculum & Pedagogy
<input type="checkbox"/> Assessment for Learning
<input checked="" type="checkbox"/> Environment & Culture
<input type="checkbox"/> Professional Collaboration and Communication

### Course Description

Provide a brief overview of the course. State the overall goal of this educational experience and how it relates specifically to the education of educators. (This description will be used for the catalog description.)

This course will educate staff about respectful language and inclusion for students in the LGBTQ+ community. History, definitions, and PSD policies will be reviewed. This supports classroom and school culture equity practices.

### Course Objectives

State the main intentions of the course indicating knowledge-based competencies to be gained.

1. Participants will gain knowledge and confidence in addressing LGBTQ+ students respectfully.
2. Participants will incorporate facts, terms, and understanding about gender identity and other LGBTQ+ topics into their repertoire.
3. Participants will demonstrate an understanding of PSD policies regarding student rights and anti-harassment.

### Content Outline

Include all major topics and sub-topics to be covered in the course reflected in the scheduled timeframe. *If hours include online work, describe the work in detail and how the work will be tracked*

1. Language – why it matters; mental health statistics
2. Myths and facts
3. Definitions/respectful terms
4. What to avoid (and why)
5. Pronouns
6. PSD policies
7. PSD Toolkit

### Supporting Materials

List the resources used in developing this course which may include textbooks, journal articles, software, etc.

<https://transequality.org/issues/resources/understanding-non-binary-people-how-to-be-respectful-and-supportive>

<https://medium.com/the-narthex/glb-lgbt-lgbtqia-whats-in-a-name-a5608849c9fa>

<https://uwm.edu/lgbtrc/support/gender-pronouns/>

<https://www.glsen.org/elementary-resources>

<https://www.thetrevorproject.org/resources/>

**Required Activities** – must be completed for all courses

Describe in detail the required student activities, work to complete, and expected collaboration to pass this course.

**Combined attendance and participation may not account for more than 20% of the grade.**

<b>Course Activity</b>	<b>Possible Points</b>
Attendance and Participation	80
Practice techniques and reflect in chat/group time.	10
Final goal/action step statement.	10
Click here to enter text.	
<b>Total</b>	100

**The participant must earn at least \_80\_ points for a passing grade.**

**Section Details:**

Number of Participants: Min: 5 Max: 50

**Course Location:** Microsoft Teams

Note: schools are responsible for reserving locations if the class is school-site only.

- I have contacted Customer Support to reserve this location for the class.
- I would like Professional Development to reserve this location.

**Lead Instructor Contact Information**

The lead instructor listed must attend every session of the class.

**Instructors cannot earn PSD credit for teaching a class.**

Exceptions for book studies and Summer Institute classes must be approved by the Director of Professional Development. The lead instructor’s current resume must be on file with the PSD Professional Development office or attached to this Course Proposal form.

Instructor Name: [Redacted]

Email: [Redacted]

[Click here to enter text.](#)

[Click here to enter text.](#)

Work Phone Number: [Redacted]

Highest Degree Earned: \_\_MSW\_\_

[Click here to enter text.](#)

\_\_\_\_\_

Presenter: Silen Wellington

**Additional Support:** The following person(s) should have access to this class in the PD Online Catalog.

Name:

Email:

**Number of Course Contact Hours: 1.25**

CSU credit will be offered for increments of 15 hours. Online hours and interaction must be described in detail as part of the Content Outline below. If the course is over 15 hours but CSU credit is **NOT** requested, please describe why: [Click here to enter text.](#)

**Course Dates and Meeting Times**

List the specific dates with start and end times. For full day classes, include **AT LEAST** a half-hour lunch or indicate if a working lunch is involved.

Meeting Date	Start Time	End Time
3 individual meeting dates/ times (not a series)		
11/8/21	3:45pm	5:00pm
2/21/22	3:00pm	4:15pm
3/31/22	4:30pm	5:45pm
<a href="#">Click here to enter text.</a>		
<a href="#">Click here to enter text.</a>		
<a href="#">Click here to enter text.</a>		
<a href="#">Click here to enter text.</a>		
<a href="#">Click here to enter text.</a>		

**Online Course Dates and Times**

List the specific due dates with start and end times.

Due Date	Start Time	End Time	Tracking Platform (Google Classroom, Blackboard, etc.)
Final goal statement			
<a href="#">Click here to enter text.</a>			
<a href="#">Click here to enter text.</a>			
<a href="#">Click here to enter text.</a>			
<a href="#">Click here to enter text.</a>			
<a href="#">Click here to enter text.</a>			