**REQUEST TO OFFER DEUs**

2017-2018

Workshop/Course

|  |  |
| --- | --- |
| Title of Workshop/Course: |       |
| Date(s): |       | Time: |       |
|  |  |  |  |
| Workshop/Course Facilitator(s): |       |
| Number of hours: |       | **OR** Number of DEUs/Credit(s): |       |
| Class Location: |       | Class Size Limit: |       |

Workshop/Course Description:

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| --- |
|       |

Which of the District initiatives and/or building plan goals does this workshop address and how will it impact student learning:

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|       |

Intended Audience:

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|       |

**CRITERIA/EXPECTATIONS**

When completing a “Request to Offer DEUs” form, please be sure your proposal meets the following criteria:

|  |  |  |
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| [ ]  |  | Workshop/course addresses building/District professional development goals. |
|  |  |  |
| [ ]  |  | Workshop/course will influence student learning. |
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| [ ]  |  | College course requests include a syllabus. |
|  |  |  |
| [ ]  |  | Workshop/course hours requested are based on instructional time only. |
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| [ ]  |  | Workshop/course requires attendance by participants at all sessions. Partial participation hours will not be granted. |

* Application for course offerings must be submitted to the Director of Instruction by April 15 of the year prior to it being offered.
* Application for workshops must be submitted to the Director of Instruction at least 10 days prior to the workshop.
* Twelve hours of approved workshops equals one District Education Unit (DEU).

Facilitator Compensation:

* $800/credit or DEU for college coursework; Affiliated university \_\_\_\_\_\_\_\_\_\_\_\_\_
* $27/hour for workshops
* No additional pay will be provided for preparation time
* Courses/workshops must have a minimum of seven participants

***For Central Office Use Only***

Workshop approved for \_\_\_\_\_\_\_\_\_\_ hours toward DEUs **OR** toward \_\_\_\_\_\_\_\_\_\_ DEUs.

Workshop denied \_\_\_\_\_\_\_\_\_\_.

Approved by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_