Scope & Sequence Template

General Guidelines for Requesting a Custom Course

- Only **full-time** students may request a custom course.
- Custom courses should be submitted for pre-approval **before** beginning coursework.
- Custom courses do **not** use Kolbe Academy curriculum; however, once approved and verified through grade reporting, they are recorded on the academic record.
- Courses that use the same texts as an existing Kolbe Academy course will **not** be approved.
- Your advisor will review your request and notify you of the decision by email.
- If additional information is needed, you will be contacted. Please provide all requested details to ensure timely processing.
- Students in 8th grade may only request custom courses for high school credit in **math, science, and foreign language**.
- A **separate form is required for each course** you are seeking to have approved.
- Please review the FAQ: Custom Courses Help Center article.

Custom Course Approval Requirements

Every high school custom course should have the following attributes:

1. Utilizes high school level text & materials (specifically defined by publisher as 9-12 grade)
2. All materials match the subject area/credit type
3. Includes written summative assignments such as tests or papers (minimum 4 per semester)
4. Student will spend a minimum of 60 hours per semester on coursework

The following information must be provided for each custom course:

1. Course Title
2. Complete List of Texts & Materials
3. Link to Texts & Materials
4. Course Description
5. Course Assignment and Assessment Outline
6. Course Hours & Duration Outline (Scope and Sequence)
7. Course Term(s)

The following guidelines, example, and template are provided to help you prepare to fill out the Custom Course Approval Form. Filling out the provided template below is not required to submit a custom course in the Custom Course Approval Form.

GUIDELINES

Course Title: Please list the title to be listed on the transcript. The more standardized the course title is, the more likely the course title is to be approved. (I.e. Use "British Literature" vs "The works of Dickens and Shakespeare." For math, science, and foreign language please be specific (i.e. Algebra 1, Spanish 2, Biology)

Course Texts/Materials: List all course texts that will be used with this course along with an ISBN, publisher, and links to books and/or corresponding websites as applicable. If a table of contents is available, please link to it or plan on uploading a copy.

Course Description: Please describe the course and be sure to include major objectives. Give a general description of the course including topics or chapters covered, as well as major themes or topics as applicable.

Course Assignments and Assessment Outline. High school courses need to include at minimum four graded, summative assignments each semester, such as tests or papers. Please provide a list and brief description of the main assignments your student will complete during the year. These may include papers, labs, tests, exams, or other major projects. Information about smaller or practice assignments is also helpful when we review the course. For K-8 courses, describe the types of written work assigned.

Course Hours and Duration Outline: Be prepared to provide the details below. Submit how the course texts, readings, and other materials will be woven together for this course to meet the hours requirement is also acceptable (sample and template provided below).

Optional: Full Scope and Sequence - You may use the table on the following pages to **OPTIONALLY** put together all the details of your course. This is particularly helpful for courses that use multiple textbooks and/or materials.

EXAMPLE SCOPE & SEQUENCE

Course Title: Introduction to Physics and Chemistry

Course Texts/Materials: Physical Science, Concepts in Action ISBN: #

Course Description:

Introduction to Physics & Chemistry (IPC) is a course that studies the fundamental principles of physical science which are important for the in depth approach to the high school sciences of Biology, Chemistry, and Physics. Although the main emphasis in this course is on Chemistry and Physics, the same scientific thought processes and especially many of the Chemistry concepts, are applied and used fully in the high school Biology course as well. Any student wishing to pursue the Kolbe Academy Core or Honors high school science courses is encouraged to complete this course in order to put in place the math, analysis, and process skills necessary for success in those courses. This course is typically done in 8th or 9th grade and includes the following topics: science skills; properties of matter; states of matter; atomic structure; the periodic table; chemical bonds; chemical reactions; solutions, acids, and bases; motion; forces and motion; forces in fluids; work, power, and machines; energy; thermal energy and heat; mechanical waves and sound; the electromagnetic spectrum and light; optics; electricity; magnetism.

Course Assignments and Assessments

Weekly Homework: 2 problem sets per week
Quizzes: Chapter quizzes every 2-3 weeks.
Tests: 4 chapter tests, 1 final cumulative exam
Papers: 2 papers per semester that are 3-4 pages each.

OR

Major Assignments:

Semester 1

- Test on every 2 chapters
- Semester 1 Final Exam
- 2 Lab reports

Semester 2

- Test on every 2 chapters
- Semester 1 Final Exam
- 2 Lab Reports

Minor Assignments: Weekly homework includes 10-20 questions from the textbook.

COURSE HOURS AND DURATION:

Weeks: 16/semester
Live Class: 50 mins/week
Reading: 1 hr/week
Assignments: 1 hr/week
Labs: 2/semester ~ 4 hrs each
Tests: 4/semester ~ 1 hrs each
Final Exam: 1/semester (2 hrs)
Total Hours/Semester: about 62 hours/Semester

Optional – Full Scope and Sequence EXAMPLE

Semester 1

Week	Course Outline	Assignments
1	Read Chapter 1, Section 1-3 Topic: Intro to Chemistry Chapter 2, Section 1-2 Properties of Matter, Mixtures Attend Live Class: 50 mins	Section 1-1, 1-2, and 1-3 Review Questions Chapter 1 Review Questions Section 2-1 and 2-2 Review questions
2	Chapter 2, Section 3-4 Elements and Compounds; Chemical Reactions Chapter 3, Section 1-2 Using and Expressing Measurements; Attend Live Class: 50 mins	Section 2-3 and 2-4 Review questions Chapter 2 Review Questions Chapter 1 and 2 Test Section 3-1 and 3-2 Review Questions
3	Chapter 3, Section 3 Units of Measurements Attend Live Class: 50 mins Complete First Lab: 2 hours	Section 3-3 Review Questions Chapter 3 Review Questions Lab Report: Physical and Chemical Changes Lab
4	Chapter 4, Section 1 Solving Conversion Problems; Structure of the Nuclear Atom Chapter 4, Section 2-3 Structure of the Nuclear Atom; Distinguishing Among Atoms Attend Live Class: 50 mins	Section 4-1, 4-2, and 4-3 Review Questions Chapter 4 Review Questions

SCOPE & SEQUENCE TEMPLATE

COURSE TITLE:

COURSE TEXTS/MATERIALS:

COURSE DESCRIPTION:

COURSE ASSIGNMENTS AND ASSESSMENTS:

SCOPE AND SEQUENCE:

Semester 1

Week	Topic and Reading/Class	Assignments
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		

Semester 2

Week	Topic and Reading/Class	Assignments
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		