**MISSISSIPPI SPECIAL TOPICS in SCIENCE COURSE APPLICATION**

**OVERVIEW**

The Mississippi Department of Education allows for Local Education agencies (LEAs) to apply to offer special topics in science courses that are not included in the *Mississippi College- and Career-Readiness Standards (MS CCRS) for Science*. The LEAs may determine that a science course that is not offered in the *MS CCRS for Science* meets the needs of the students being served based on the four-year plans that include student college and career interests. These science courses include courses from the *2010 MS Science Framework* (Microbiology, Astronomy, Spatial Information Science) as well as other special higher education-based courses (Forensic Science, Biomedical Research, and UMMC Field Experiences).

**APPLICATION PROCESS**

The LEA may use the following steps to submit a course for approval.

1. Research interest of the LEA and community to determine the need for the course. Collect and document support information for the course, including special equipment, relevant teacher experience, collaboration information.
2. The LEA Superintendent will submit a letter to Wendy Clemons, Executive Director, Office of Secondary Education, with an overview of how this course will benefit the district, along with the Mississippi Science Special Topics Course Application Form requests all information needed for the course to be considered.
3. The Mississippi Science Special Topics Course Application Form requests all information needed for the course to be considered.
4. Standards for the proposed course must align with the most current research in science education including science and engineering practices and crosscutting concepts.
5. Course applications must be submitted by February 10th of each year for consideration for the **next school year**.
6. Application packets may be emailed to the address on the application form.
7. The appropriate science elective course code specifying that the course counts as one of the required science options will be submitted to the district upon approval of the application.
8. Approved course applications are valid for five academic years. Districts will be responsible for submitting a new application at the end of the five-year period.

**MISSISSIPPI SPECIAL TOPICS in SCIENCE APPLICATION FORM**

* **To successfully receive approval for to teach a special topics course, the LEA superintendent (1) writes a request letter addressed to the Office of Secondary Education Executive Director, Wendy Clemons, and (2) fully completes the Mississippi Science Special Topics Course Application Form.**
* **E-mail both the letter and the completed application form to Wendy Clemons at** [**wclemons@mdek12.org**](mailto:wclemons@mdek12.org)
* **The deadline to submit the Mississippi Special Topics in Science Course Application packet is February 10th of each year.**
* **The Mississippi Department of Education is the approving agency for any course applications.**
* **Attach the course syllabus which Includes the course standards, performance objectives, and additional pertinent documentation to be used with the proposed course.**
* **Submit a separate Mississippi Science Special Topics Course Application packet for each subject and each course.**
* **Courses are granted approval for five academic years. Be reminded that at the end of this period, another request will be necessary.**
* **For auditing purposes, keep a roster of students in each course on file in the central office and the school where the Mississippi Special Topics Course will apply.**

**Name of District: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Course/Content Area: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Certified Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Collaborating Teacher (If Applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Principal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of LEA Superintendent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Note: Attach the original signature page and plan to the Mississippi Special Topics in Science Course application packet. File one copy in the LEA central office and one copy at the school.*

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| **DETAILED COURSE INFORMATION (Please type.** | |
| **COURES NAME:** |  |
| **CRADE LEVEL:** |  |
| **COURSE CREDIT:**  **½ credit or 1 credit** |  |
| **COURSE LENGTH:**  **1 semester, 1 year** |  |
| **Is your school 4x4 block?**  **Yes or No** |  |
| **PREREQUISITE(S)**  **(NA if none)** |  |

| **COURSE APPLICATON COMPONENTS**  Answer each question fully and provide essential details. If a category does not apply, just include the topic with NA. Attach a course syllabus to this application**.** | |
| --- | --- |
| **Course Description.**  Include why this course is a valid addition to the *MS CCRS for Science.* Explain how this course will benefit students in your district/school. |  |
| **Course Standards and Performance Objectives**.  This must be more than a list of topics or an outline. Please use details included in the *MS CCRS for Science* for specific learning objectives (science and engineering practices, crosscutting concepts). | **Please refer to the 2018 MS CCRS for Science to see the structure of Standards and Performance Objectives. You must submit this information as standards with supporting performance objectives. The performance objectives must be written using the SEPs and CCCs. You may use additional space but include that additional work as a separate appendix to the application entitled “Course Standards and Performance Objectives.** |
| **Special Equipment.**  Discuss special equipment that will be used in the teaching of this course (e.g., laboratory equipment, computers). |  |
| **Teacher Expertise.** Describe all relevant teacher expertise and experience acquired to teach this course. Include details of any innovative programs, training, courses, that the teacher attended to gain expertise for this particular course offering. | **Provide descriptions in this space. Include any supporting documents in a separate appendix to the application entitled “Teacher Expertise.”** |
| **Collaboration Information.** Describe any relevant collaborative initiatives and sustenance information with examples. | **Provide a list of collaborations and attach supporting documents in a separate appendix to the application entitled “Collaboration Information”. Only list Collaborations in this space.** |
| **Additional Support Information.** Include additional information, as needed, to support this application (e.g., letter from training institution of innovative project, former students of the course). | **Provide a list of additional supporting information and attach supporting documents in a separate appendix to the application entitled “Additional Supporting Information.” Be sure that supporting documents are clearly titled.** |

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| **APPLICATION CONTACT PERSON:** | |
| **Name** |  |
| **Position** |  |
| **Email** |  |
| **Phone** |  |

Please email a completed application to Wendy Clemons at[wclemons@mdek12.org](mailto:wclemons@mdek12.org)