

# Mississippi Science Special Topics Course Application

## Overview

The Mississippi Department of Education allows for Local Education agencies (LEAs) to apply to offer science special topics 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, 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.
  - a. The Mississippi Science Special Topics Course Application Form requests all information needed for the course to be considered.
  - b. Standards for the proposed course must align with the most current research in science education including science and engineering practices and crosscutting concepts.
3. Courses must be submitted by February 13, 2019 for consideration for the 2019-2020 school year.
4. Application packets may be mailed or emailed to the address on the application form.
5. 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.
6. 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 Science Special Topics Course Application Form

- To successfully receive approval to teach a science special topics course, the LEA superintendent (1) will write a request letter addressed to the Office of Secondary Education Executive Director, Wendy Clemons, and (2) must fully complete the Mississippi Science Special Topics Course Application Form.
- District Offices will e-mail both the letter and the completed application form to Dr. Jenn Trammell at [jtrammell@mdek12.org](mailto:jtrammell@mdek12.org)
- The deadline to submit the Mississippi Special Topics Course Application packet is February 13, 2019.
- 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 Science Special Topics Course Application packet.  
File one copy in the LEA central office and one copy at the school.*

*(Please type.)*

**Course Name** \_\_\_\_\_

**Grade Level** \_\_\_\_\_

**Course Credit** \_\_\_\_\_  $\frac{1}{2}$  \_\_\_\_\_ **1**

**Course Length** \_\_\_\_\_ **1 semester** \_\_\_\_\_ **1 year**; **Note: Is your school 4x4 block?** \_\_\_\_\_ **(Y or N)**

**Prerequisite(s) (NA if none)** \_\_\_\_\_

**Application Contact Information:**

**Name** \_\_\_\_\_

**E-mail** \_\_\_\_\_

**Telephone No.** \_\_\_\_\_

**Email the letter and form to:**

**Dr. Jenn Trammell: [jtrammell@mdek12.org](mailto:jtrammell@mdek12.org)**

*(Please type. Use additional pages as necessary.)*

**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.**

- a. **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.
- b. **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).
- c. **Special Equipment.** Discuss special equipment that will be used in the teaching of this course (e.g., laboratory equipment, computers).
- d. **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.
- e. **Collaboration Information.** Describe any relevant collaborative initiatives and sustenance information with examples.
- f. **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).