

Mississippi Special Topics Course Application Form

- The LEA superintendent (1) writes a request letter addressed to the Office of Secondary Education Executive Director, Jean Massey and (2) fully completes the Mississippi Special Topics Course Application Form.
- E-mail the letter and the completed application form to Jennifer.nance@mdek12.org.
- The deadline to submit the Mississippi Approved Science Course Application packet is **April 15, 2018**. Districts will be notified by May 15, 2018.
- Include the course syllabus and additional collaborating partner verification to be used with the proposed course, not to exceed 3 pages.
- Submit a separate Mississippi Approved Science Course Application packet for each course.
- Approved courses from the Mississippi Department of Education are granted for **ONLY one academic year**.
- Teacher must be endorsed as required by the Office of Educator Licensure.

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 this original signature page and application to the Mississippi Special Topics Course Application form. File one copy in the LEA central office, one copy at the school, and email a scanned copy to Jennifer.nance@mdek12.org by the April 15, 2018 deadline.

(Please type.)

Course Name _____

Grade Level _____

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

Course Length _____ **1 semester** _____ **1 year**

Subject Area _____

Prerequisite(s) (NA if none) _____

Curriculum/Instruction Coordinator Contact Information:

Name _____

E-mail _____

Telephone No. _____

E-Mail the letter and form to:

Jennifer.nance@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.

- a. **Course Description:** Provide a compelling reason why this course is a valid addition to your studies in the *MS CCRS for Science*. Explain how this course will benefit students in your district/school.
- b. **Course Syllabus:** Include the course syllabus for the course providing details of how the science and engineering practices and crosscutting concepts will be utilized.
- c. **Special Equipment:** Discuss special equipment that will be used in the teaching of this course (e.g., laboratory equipment, computers).
- d. **Collaboration Information:** Describe any relevant collaborative initiatives or partnerships and sustaining information.
- e. **Additional Support Information:** Include additional information, as needed, to support this application.