



2021–2022 Innovative Course Application Checklist

Incomplete applications will be returned to the applicant, which will delay the review process. Applications deemed incomplete by the due date will not be considered.

- Page 1 of application is filled out entirely—
 - “Contact person” is authorized to work with Texas Education Agency (TEA) on any editorial requirements.
 - Date of local board approval is entered. (N/A for organizations)
- “Number of credits” and “Grade Level(s)” on page 1 match the “(a) General requirements” section in the **Essential Knowledge and Skills**.
- Course Description** is in paragraph form and does not exceed 150 words. The description should address a statewide audience and identify the specific purpose and goals of the proposed course.
- Topics addressed in the **Course Description** should have corresponding knowledge statements in the **Essential Knowledge and Skills** section.
- Brief justification** is in paragraph form and does not exceed 150 words. This describes the unique content of the proposed course and why it is necessary for students across the state.
- Application provides **evidence of a pilot** such as an existing or previously provided course or pilot program. Data and pilot information are appropriately cited and include pilot/course description and student enrollment and outcome data (CTE applications must also include labor market data).
- Application for a course renewal includes data of successful implementation using state reported data. (renewal applications only)



Essential Knowledge and Skills

- The essential knowledge and skills (EKS) of the proposed course are unique. Applications that duplicate the content of a Texas Essential Knowledge and Skills (TEKS)-based course or can reasonably be taught within an existing TEKS-based course will not be approved.
- General Requirements list the recommended grade levels, prerequisites, and award of credit.
- Introduction is similar to the introduction for the correlated content area.
- Knowledge Statements (KS) are written in single complete sentences using present tense and addressing the singular student. (CTE must have employability skills for the appropriate career cluster as first KS of the application.)
- Student Expectations (SEs) each begin with an active verb that is observable, measurable, and academically rigorous; allow for a variety of instruction and assessment methods and are directly related to the knowledge statement; and employ clear and understandable language.
- This section is formatted correctly according to the provided styles and annotated sample (p. 3 of application)
- Recommended activities**, approximately five to ten, are listed in parallel structure (all sentences or all phrases according to the provided styles and annotated sample).
- Suggested **assessment methods**, approximately five to ten, include both formative and summative.
- Recommend resources** present a variety of options that are current and accessible. Published materials in the recommended resources are cited using Chicago Manual of Style, 17th edition.
- Recommended educator certifications** correlate to teacher assignment rules for the same subject/content area or career cluster/program of study.
- Entire application has been copyedited and is free from grammatical and major formatting errors.

Please visit the [Innovative Courses page](#) for additional information.