

**South Carolina Department of Education**  
**Office of Educator Preparation, Support and Assessment**



**Proposal for Experimental or Innovative Programs**

**Innovative Program Title:** \_\_\_\_\_

**Submitting Institution:** \_\_\_\_\_

**Date of Submission:** \_\_\_\_\_

**Signature of Unit Head:** \_\_\_\_\_

**Signature of Academic Provost:** \_\_\_\_\_

**Signature of CEO:** \_\_\_\_\_

## **Experimental or Innovative Program Proposal Development**

The purpose of these Guidelines is to allow institutions to employ varied and innovative educator preparation techniques while being held accountable for producing skilled and knowledgeable teachers and other school personnel. The requirements to initiate and continue Experimental or Innovative Programs are described in the *Policy Guidelines for South Carolina Educator Preparation Units* (page 11).

All innovative program proposals must use the following format and must use the forms provided with this document. These Guidelines and forms are also available on the South Carolina Department of Education web site: [www.scteachers.org](http://www.scteachers.org)

1. **Title Page** (form provided)
2. **Abstract** (limit one page single-spaced)
  - Purpose of the project
  - Relationship to Conceptual Framework
  - Relationship to NCATE Unit and Program Standards
  - Relationship to the *Policy Guidelines for South Carolina Educator Preparation Units*
  - Activities to be implemented
  - Target population (participants) to be served
  - Expected outcomes
  - School and/or other partners
3. **Proposal Narrative:** The innovative proposal narrative should include the following information and should not exceed ten pages double spaced. You will need to address as many applicable areas as possible.
  - a. Present evidence of the demonstrated need for the innovative program proposal. Describe the need that requires the recommendation of the Professional Review Committee (PRC) and approval of the State Board of Education (SBE). How were the needs determined? Why should the PRC approve this innovative program proposal? What roles did each of the school and/or partners play in establishing the needs? Describe how the needs were used to establish the project's design.
  - b. Provide a description of the purpose of the project and its objectives. This should include measurable objectives and the research base (if applicable) for the proposed project.
  - c. Provide a description on how this innovative program proposal is related to the unit's conceptual framework and NCATE standards. If approved, how will this innovative program impact NCATE Unit and Program Standards? What assurances are provided that all NCATE Unit and Program Standards will be addressed? What assurances are provided that all *Policy Guidelines for South Carolina Educator Preparation Units* will be addressed?
  - d. Include a **detailed** description of the activities to be implemented. Including follow-up activities, discussion of how these activities **meet the needs** of the partnership and target population (participants), and how the proposed activities will achieve the objectives.

The scientific research base (if applicable) for the proposed activities must be included to demonstrate the effectiveness of the chosen approaches.

- e. Present a discussion of who will be served by the proposed project and an estimation of the number to be served. Also include the plan for recruiting participants.
  - f. Provide a **detailed** description of the evaluation plan that includes:
    - The methods and procedures to be used to evaluate the effectiveness of the proposed project objectives;
    - The design for data collection and clear description of objectives to be measured (not just pre- and post-surveys);
    - An assessment of how the activities have contributed to teacher practice,
    - An assessment of the impact of the project on student (PK-12) achievement;
    - The extent to which the project influenced changes in teacher knowledge and instructional practice in the classroom or how the professional development has impacted school climate and/or administrative actions.
  - g. Identify key personnel and their qualifications and project-related responsibilities. This should include the time commitment of each individual to the proposed activities. Curriculum vita (two page maximum) should be included for key personnel (this is not included in the 10 page limit). If graduate assistants are to be used, information must be provided on the potential time commitment and qualifications.
4. **Partnership Description and Cooperative Planning:** All Applications must provide a description of the partnership including clearly defined roles of each of the partners. Discuss how members of the partnership were involved in project planning. There should be clear evidence that the proposal meets the needs of the partnering school(s).
  5. **Management Plan:** Provide a management plan that indicates the roles and responsibilities of the partners. The plan should include a timeline, program, structure and key personnel responsibilities for project objectives. The plan should clearly indicate how the project will be implemented.