[MAJOR] ESE- Elementary and Secondary Education
Panel Course Approval Decision Criteria Course Approval Criteria

An institutionally approved syllabus in electronic form is required by the panel for its review. The recent course syllabus must clearly include the following elements:
• Course prefix, number, and title
• IAI Code desired
• Semester credit hours
• Course description (institution's catalog description recommended)
• Course objectives and/or student learning outcomes
• Detailed weekly/daily topical course outline/schedule. This should go beyond chapter numbers and titles.
• Course delivery modes (lecture, discussion, etc.)
• Textbook(s)/Learning Resources/Required Readings used - see information below
• Means or methods of evaluation of student learning
• Grading scale
• Any prerequisites required for the course
• Daily or weekly topical outline of material to be covered (Do not list just chapter titles)

* Courses submitted to the ESE Major identifiers should align with the ISBE standards as appropriate

Course Description
• Please provide a complete catalog copy for this course.
• Corresponds with the IAI course description.

Course Credit Hours
• If a course has clinical experiences, the number of hours should be clearly listed, the type of clinical experience should be identified and described within the syllabus.
• Submitted courses should be 3 credit hours unless the course includes clinical experiences, which could include field experience or directed observation (*see ISBE 23 Illinois Administrative Code 25 – 25.610, Subtitle A, Subchapter b*).

Textbooks/Readings/Learning Resources
• The choice of required text must provide evidence of course content and focus. Texts reflect and support writing, speaking or content outcomes and requirements. As institutions pursue the opportunity to expand into online/open resource electronic text material, the panel has sought to provide some necessary guidance on citing these learning resources in submitted syllabi and documents. If any online reading or resource materials are used, provide accessible evidence which may be a complete working url or bibliographic citation. This site/resource must be active, working, and viewable by the panel. Active hyperlinks are acceptable but cannot be embedded in an online learning system.

Course Objectives and/or Student Learning Outcomes
• Should clearly align with the panel descriptor
* Courses submitted to the ESE Major identifiers should align with the ISBE standards as appropriate

Detailed Weekly Topical Outline/Schedule
• The course outline/schedule should be aligned with the course objectives and/or student learning outcomes.

Assessment and Evaluation
• The methods of evaluation of student work should demonstrate how students are assessed and evaluated based on the course objective and/or student learning outcomes.

Common Reasons Courses are not Approved
In order to facilitate prompt approval of course submission, it may be helpful to be aware of some common reasons for which courses are not approved:
 • Course title does not match course description
 • Course clinical experiences, when included, are not compatible with the ISBE administrative code
 • Course objectives and/or student learning outcomes do not match course description
 • Course objectives and/or student learning outcomes do not align with IAI description
 • Course is too broad or too narrow in scope
 • Course is an upper division course
 • Course syllabus has weak or un-measurable objectives and/or student learning outcomes
 • Course syllabus has no means of assessment and evaluation
 • Course syllabus has no grading scale
 • Course outline/schedule lack sufficient detail
 • Other reasons, as appropriate, within review