

# Memorandum

**To:** Mrs. Tracy Dalton  
**From:** Hallee Hinds  
**Subject:** Proposal for Portfolio Project to create an Advising Guide to the Special Education Major  
**Date:** March 6, 2017

I am writing to request approval for creating a Special Education Guide to Advising. After briefly discussing some general information about my project, this memo will explain my portfolio project's tentative schedule, my own qualifications to write this manual, a basic topic outline, the project's budgetary needs, as well as the sources I will be using to gather information and to write this guide to advising undergraduate Special Education majors.

## Project Information

I want to write this guidebook because I am a Special Education major, and it would be helpful to have a detailed guide and outline to follow when completing the degree. The Special Education Program has a very confusing and complex process, so a manual to guide students through the process would be beneficial not only to the students, but also to the advisors in the program. Some of my writing will not need to be documented, but for the sources in my manual that do need to be documented, I will follow the guidelines for MLA formatting.

## Schedule

Tasks and Descriptions	Dates (Tentative)
Begin interviewing and researching information	Thursday, February 9
Have basic outline and begin researching information	Friday, March 3
Meeting with Juli to discuss progress and present outline to get more feedback	Monday, March 6
Have interviews with SPED seniors completed	Wednesday, March 22
Begin wrapping-up main research (small things may need to be researched throughout the writing process)	Monday, March 27
Start writing rough draft of portfolio	Tuesday, March 28
Schedule a conference with Tracy to discuss progress for UHC 300 credit	Wednesday, April 5
Final, detailed outline due in class	Wednesday, April 12
Final rough draft due for conference with Tracy	Week of Wednesday, April 19 (TBD)
Meeting with Juli to present rough draft and finalize any last-minute details	Thursday, April 20
Final copy of portfolio project finished and polished with all final touches completed	Friday, April 28

## Qualifications

I am qualified to write this guide to the Special Education Major because of my involvement in the Special Education Department. Because I am a Special Education major, I will be able to put my own thoughts into the manual, alongside the research I gather and the interviews I conduct. I am also a Professional Writing major, in which my writing experience will greatly help in the creation of the final document. The organizational and time management skills I have gained through my position as Treasurer for Student Council for Exceptional Children will help me manage my time while completing this portfolio project.

## Outline

I have set up a schedule below, but its contents are tentative and may change slightly throughout the writing process.

- I. Introduction to the Guide
  - a. Letter from the Dean
  - b. General Information
- II. What can be Helpful to a Special Education Major?
  - a. Useful Skills and Abilities to have as a Special Education Major
  - b. Jobs that are Helpful while Pursuing a Special Education Degree
  - c. Campus Involvement Helpful to Special Education Majors
- III. Description of the Missouri State University Special Education Program
  - a. NCATE/CAEP Accreditation and Public Affairs Mission
  - b. Missouri State University's Guiding Principles and Conceptual Model
  - c. Common Minors for Special Education Majors
- IV. Admission to Teaching Special Education Requirements
  - a. Credits, Grades, and Classes
  - b. MoGEA, MEP, and FCSR
  - c. Dispositions Checklist, Student Contract, and Taskstream Purchase
- V. Sample Schedules for a Special Education Major
  - a. Required Courses with Course Descriptions
  - b. SPE 300 Service Learning Option
- VI. Accelerated Master's Options
  - a. Autism Spectrum Disorder Emphasis
    - i. Sample Schedule and Course Descriptions
  - b. Early Childhood Special Education
    - i. Sample Schedule and Course Descriptions
- VII. Senior Checklist and Student Teaching Information
- VIII. Special Education Seniors
  - a. What I Wish I Knew
  - b. Clinical Experiences
- IX. Closing Statements and Information

## Costs

This project should not exceed \$20. I intend to spend about \$10 for printing a full rough draft and for printing and binding the final draft. I'm budgeting the extra \$10 just in case something happens and I would need to reprint, or in case any other unexpected costs occur. This project will take a lot of time because it is so extensive. Because this project is dually serving as my Service Learning credit, I intend for it to take at least 40 total hours, if not more.

## Sources to be Used

I plan to use several sources for this portfolio project, and I have included a few of the sources I plan to use below.

- *Interviews:* I will be interviewing several undergraduate seniors, which include Madison Edwards and Brittany Fudge, but I may gather more students, to gain testimonials and clinical experiences. I will also be meeting with Juli Panza, an advisor in the College of Education, throughout my research.

- *Missouri State University Undergraduate Catalogue*: I will use the catalogue to help gain information about course descriptions, which will help me paraphrase and describe courses.
- *Missouri State University Education Department Website*: I intend to use the Education department's website to find other information, as needed, for my research.
- *Advising Handouts*: I will use documents gathered from the College of Education office to include in my work, and to describe their importance. They will also help me create lists and descriptions about other information in my final portfolio.

## Conclusion

I encourage you to approve this project proposal. I am highly interested in the subject I have chosen, because it is my own major. I hope this guide will not only help others in the future, but help me in my college planning as well. I feel that this guide would be greatly useful, not only to the College of Education, but to individual students as well when they are planning and working toward completing their Special Education degree.

I am willing to make any changes you feel are necessary or meet to further discuss my proposal with you. If you would like to schedule a meeting to discuss my plans, please contact me via email at [hmh522@live.missouristate.edu](mailto:hmh522@live.missouristate.edu).