

Concurrent Enrollment Participant Responsibilities

The High School Instructor shall:

- Submit official copies of undergraduate and graduate transcripts and a resume to the college's Academic Dean for credentialing review and approval. Continuing instructors will submit updated documentation as they further their education and/or gain discipline-specific work experience.
- Create a course syllabus for the Concurrent Enrollment course in collaboration with the college faculty liaison, based on the college course outline.
 - Syllabus must reflect the identical college course description, including course title and number of credits. It must also indicate the high school instructor's grading policy, attendance policy, course materials such as texts and supplements, and instructor office hours outside of class.
 - A copy of the course syllabus must be submitted to the college faculty liaison for approval. This syllabus is to be provided to each student on the first class day.
- Ensure the course is equivalent in content to the same course offered on the college campus with all course outcomes being achieved at college-level rigor.
- Ensure the course follows the same methods of assessment as the course offered on the college campus.
 - Provide the college faculty liaison with requested assessment documentation and rubrics. This may include copies of quizzes, exams, and completed homework assignments showing A-level, B-level and C-level student work.
- Assign final letter grades to each student immediately within three days after the term ends. Provide grades to the college faculty liaison.
- Administer the course/instructor evaluation at the end of the term.

The Hennepin Technical College Faculty Liaison shall:

- Support the high school instructor, giving additional time and attention to instructors new to teaching the course.
 - Engage in an on-going dialogue and provide support to the HIGH SCHOOL instructor throughout the length of contract (phone or email conversations, guest lecturing, classroom visits)
 - Provide at least one classroom visit during the semester to observe teaching and student response to instruction.
- Provide high school instructor with the college approved course outline.
- Collaborate with the high school instructor to ensure that the high school course syllabus accurately reflects identical course outcomes to the college course.
- Provide syllabus template if requested by high school instructor.
- Secure and approve a finalized copy of the high school course syllabus prior to the start of the course.
- Review the high school course schedule and verify that the credit hour workload equals or exceeds that of the course offered at the college campus.
- Ensure the high school course textbook and materials are consistent with college course outcomes.
 - Provide college textbook information and approve any alternate course textbook.
 - Discuss ideas for exams, assignments, and exercises for the high school instructor's use if requested.
- Review and approve high school instructor's assessments and rubrics to ensure that students are held to college-level standards of rigor.
- Enter final grades for each student on the class list within three days after the high school term ends.

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Instructor Non-Compliance Policy for Course Content

If the faculty liaison has significant concerns regarding a high school instructor's adherence to the expectations, they will be addressed through the following steps:

- The faculty liaison's concerns will be documented in writing and sent to the college Academic Dean.
- The Academic Dean will contact the high school administrator to coordinate a meeting a time for them to meet with the high school administrator, the high school instructor and the faculty liaison to discuss instructional concerns and develop an action plan.
- The faculty liaison will follow up with the high school instructor, either through another meeting or through a classroom observation, to determine if the concerns outlined in the action plan have been addressed and resolved.
- If, after thorough consultation and careful consideration, the Academic Dean determines that the course does not maintain college quality, the course will be cancelled for the subsequent academic year and the instructor will lose his/her status as a concurrent enrollment instructor in that discipline.
- The high school administration will be informed of the decision and the Academic Dean will work with the high school to identify another instructor, if appropriate.
- NOTE: If an instructor has been approved to offer concurrent enrollment courses in more than one discipline or course, the faculty liaison for each area will assess adherence to course content. Cancellation of one course due to non-compliance does not automatically cancel other courses.

I have read, understand and agree to fulfill all expectations outlined for participation in HTC's Concurrent Enrollment Program.

FACULTY LIAISON SIGNATURE: _____ DATE: _____

HS INSTRUCTOR SIGNATURE: _____ DATE: _____