

Appendix C: Form 1 - HIGH SCHOOL INSTRUCTOR AGREEMENT

(Sign annually – DUE PRIOR TO CLASS START)

High School: _____ HTC Faculty Liaison: _____

HS Teacher: _____ HTC Program/Dept: _____

HS Course Title: _____ HTC Course #: (*e.g., CCIS 1100*) _____

HTC Course Title: _____

As a concurrent enrollment instructor for Hennepin Technical College, I will:

1. Assist my faculty liaison in the completion & signing of all required documents, paperwork & supporting evidence for each agreed upon concurrent enrollment course I am assigned
2. Communicate and collaborate with my assigned faculty liaison in a professional and timely manner throughout the year. I am aware “timely” means **within 3 business days**
3. Attend faculty liaison’s (prior to course start);
 - New concurrent enrollment instructor course orientation -or-
 - Returning concurrent enrollment instructor refresher training
4. Facilitate and assist students in completing the HTC application and Authorization to Register form
5. Create a course structure that will:
 - review any learning management systems/online spaces with my faculty liaison prior to course start
 - ensure methods of assessments and grading policy are of appropriate college level, rigor, and similar in nature to the on-campus courses
 - be in alignment with what ‘A’ student work looks like and properly reflect what it means to earn an ‘A.’ The same for grades ‘B-F’
 - creating a syllabus and student welcome information in alignment with the on-campus course, HTC syllabus policy and receive approval by the faculty liaison prior to course start
 - Ensure students know their rights and responsibilities as a college student enrolled at Hennepin Technical College. This may include review of the Student Code of Conduct and where to access Student Support Services
6. Confirm class roster is accurate with the PSEO/Concurrent Enrollment Coordinator
7. Arrange **AT LEAST ONE** course site-visit with faculty liaison and assist in the completion of the Site-Visit Report prior to course completion
8. Attend and document one discipline-specific, faculty liaison approved, professional development opportunity, such as but not limited to: workshops, conferences, on-campus or 3rd party training, journals and/or articles
9. Confer and complete a Paired Student Assessment along with a grading method/statement
10. Confer with faculty liaison to assign final grades (A, B, C, D or F) for each enrolled student **within 3 business days** of course completion
11. Facilitate the completion of student course evaluations at end of the course
12. Confer with faculty liaison post-course and review student course evaluations, provide feedback and discuss future offering of the concurrent enrollment course

Signature of High School Instructor

Date