Dual Credit Program Instructor Approval Process

Program Overview

Welcome to the Dual Credit Program, housed under Summer School & Special Programs, at Lewis-Clark State College (LCSC). The Dual Credit Program allows Lewis-Clark State College and local high schools to work together to offer college courses to high schools students so they can get an early start on their college career at a low cost. The program’s success is based on the partnership between qualified high school instructors and the various academic divisions. The goal is to offer general education courses that can be applied to any degree a student chooses. The program started with a mandate from the State Board of Education in 1998 with Legislative support. Lewis-Clark State College’s Dual Credit Program began 14 years ago, and since then hundreds of students have taken advantage of the opportunity by enrolling in freshman and sophomore-level college courses. Currently 15 high schools offer classes for dual credit. The program provides the college an opportunity to play a significant role in the education of top performing students and an opportunity to collaborate with high school teachers. Dual Credit encourages campus visits and encourages faculty to participate as guest lecturers in the high school classrooms.

Program Benefits

- Increases enthusiasm and motivation among students and teachers.
- Provides high school student the opportunity to experience the rigor and intellectual challenge of college classes and earn a letter grade while still in high school.
- Enhances ability and skills to do college work and aids students in gaining confidence for college success.
- Provides an opportunity for LCSC faculty and high school teachers to work together and share methods, ideas and experiences for the benefit of the students.
- Offers classroom support in the form of textbooks, lab supplies, and access to college resources for students and instructor.
- Offers professional development opportunities in the subject area provided by academic department faculty liaison.

Instructor Application Process

Application Due Date: Friday, June 27, 2014 for Fall 2014.

The Dual Credit Program at Lewis-Clark State College invites applications from high school instructors to teach university level courses at their respective high schools. As adjunct faculty, instructors will have the opportunity to teach introductory general education courses, which are applicable towards any degree a student chooses. Teaching qualifications vary by academic department. The preferred qualification is a master’s degree in the field or related field. Teaching experience is especially desirable.
The Dual Credit Director will schedule an initial meeting in person or over the phone with the applicant to share program philosophy and general information. The Dual Credit Program is committed to providing need-based financial assistance to high schools in the form of professional development, textbooks and lab supplies to ensure university equivalency. Applicants are approved by the academic divisions at Lewis-Clark State College.

For Dual Credit instructors who are approved, there is at least one classroom visit and a course evaluation done each year.

**Required Application Materials:**

1. Letter of introduction noting the class you want to teach, your teaching experience and teaching philosophy. This can be sent via email to jwpeasley@lcsc.edu
2. Current vitae (resume).
3. Transcripts (unofficial copies are fine).
4. Course syllabus should include the instructor’s contact information, the name of the course being taught for LCSC and textbook used. *The syllabus should also include a note about student conduct, see note below. The syllabus shall be modeled after the LCSC syllabus.
5. One letter of recommendation from a school administrator that verifies support for the concurrent enrollment course/s and teaching qualifications.

**Add this text to your syllabus:** **Student Code of Conduct** – Please note that high school students are held to the same student standards found in the Lewis-Clark State College Student Code of Conduct [http://www.lcsc.edu/media/1606137/5105-Student-Code-of-Conduct-Student-Hearing-Board.pdf](http://www.lcsc.edu/media/1606137/5105-Student-Code-of-Conduct-Student-Hearing-Board.pdf). Definitions of cheating, plagiarism and other forms of academic dishonesty as well as policies and procedures for handling such cases are included. Please include the website [http://www.lcsc.edu/student-affairs/student-code-of-conduct/academic-dishonesty/](http://www.lcsc.edu/student-affairs/student-code-of-conduct/academic-dishonesty/) on your syllabus as part of the information that your students receive.

The review process can take anywhere from two weeks to three months depending on when materials are submitted to the program. It is recommended that materials be submitted a semester before the class is planned to be offered. The review of applicants and their course syllabus is done on an on-going basis.

The application materials are sent to the Dual Credit Program staff first. A letter of support will be added and then sent to the faculty liaison for review of instructor qualifications and course content. The review is an on-going process with back and forth discussion between the faculty and the high school instructor.

**Program Contact Information**

Lewis-Clark State College Dual Credit Program, 500 8th Avenue, SGC 211, Lewiston, ID, 83501. Materials may be sent in hard copy or via email to jwpeasley@lcsc.edu

**For general questions contact:**

Jack Peasley, Director, (208) 792-2443 or via email at jwpeasley@lcsc.edu
Ashleigh Hennigar, Administrative Assistant I, (208) 792-2207 or via email: ashennigar@lcsc.edu

**Instructor Information**

Dual Credit Program and Lewis-Clark State College Academic Departments

- Each academic unit has a designated faculty member who serves as the liaison with the high school teacher, providing guidance in curriculum alignment. The academic department is expected to include the high school teacher in all departmental events, professional development opportunities, and listservs. The faculty liaison agrees to be an academic resource for the teachers.
- A stipend for the school district will be provided if the district signs an MOU with LCSC. The funds are meant to cover the additional duties added on by the teachers, such as handling registration questions, class and grade rosters, scheduling coordinator visits, and requests by academic divisions. The funds
may be used by the school districts to pay teachers directly, for classroom support, for Dual Credit textbooks, or for professional development opportunities.

- The high school teachers who are approved to teach for the program can receive professional development incentives, Warrior One ID cards, access to the LCSC Library, and an email account.
- Teachers are encouraged to set up a campus visit for their students to take a tour and visit the LCSC Library. To set up a visit contact New Student Recruitment at (208) 792-2378. Lunch will be provided to the students to ensure they have plenty of time to do research at the library if they wish. Please give yourself as much planning time as possible.

**Professional Development for Dual Credit Instructors**

Academic department faculties are encouraged to develop professional development opportunities for high school teachers. The cost of professional development is covered by the Dual Credit Program. Faculty liaisons and high school teachers are encouraged to submit ideas for future professional development opportunities to Jack Peasley, Dual Credit Program Director, (208) 792-2443 or jwpeasley@lcsc.edu.

**Dual Credit Opportunities are in High Demand**

Lewis-Clark State College’s Dual Credit program has been growing each year because students and parents are recognizing the collaborative benefits of this program. Dual Credit targets students who are in their junior or senior year of high school, with a cumulative GPA of 3.0. Students who are younger than 16 years old or are Gifted & Talented may enroll in the class with high school counselor permission.

High school students receive the same grade for both the university course and the high school course, which is recorded on a Lewis-Clark State College transcript. Students can access their student records any time via https://warriorweb.lcsc.edu/. When a class is offered for dual credit in a classroom, the students self-select for enrollment. There may be students in the class who do not take the class for dual credit; however, all students are expected to study the same high level university curriculum.

**Student Eligibility to Participate**

To enroll in a Dual Credit course, students need to:
- Have a cumulative 3.0 GPA (or instructor permission if GPA is close to a 3.0)
- Have approval from their high school administration, and parent/guardian.

Lewis-Clark State College
Dual Credit Program
500 8th Ave.
Lewiston, ID 83501

Program website [http://www.lcsc.edu/dual-credit/](http://www.lcsc.edu/dual-credit/)