



College in the High School- Instructor Expectations

1. Complete required application prior to teaching CHS course
 - a. Applications can be found on College in the High School website under the **'Adjunct Teachers'** tab labeled **'WVC College in the High School application'**
 - b. Submit undergraduate and graduate level transcripts
 - c. Submit application and transcripts to College in the High School director at least 2 months prior to the start of the semester you wish to offer credit for.

Once approved:

- Attend discipline-specific training with faculty liaison prior to teaching.
- Frequent communication with faculty liaison and participation in all professional development, discipline-specific training, and norming sessions.
- Provide syllabi, course outlines, assessment instruments (if requested) to faculty liaison for review for each term/course taught as part of CHS.
- Provide opportunity for site visits from faculty liaison once per term for each CHS course being taught.
- Assist CHS Director with student course evaluations at the conclusion of each semester.
- \$500 compensation for time spent in professional development, course outlining, and norming, etc., per academic school year.
- Deliver course in accordance with CHS expectations, course objectives, curriculum, pedagogy, theoretical framework, and grading standards outlined by the faculty liaison.
- Allow WVC faculty liaisons and staff access to CHS classroom for the purpose of site visits and registration assistance.
- Meet with the designated WVC faculty liaison and provide course information including but not limited to:
 - Outline, learning objectives and syllabus (approved by faculty liaison)
 - Textbook and other teaching materials (approved by faculty liaison)
 - Assessment criteria and tools (e.g., papers, portfolios, quizzes, exams, labs, etc.)

- Evidence of academic rigor and content at college level throughout the course
- Evidence that course reflects the pedagogical, theoretical, and philosophical orientation of WVC academic department
- Grading criteria and standards
- Required to meet with the designated WVC liaisons annually to review the course curriculum including but not limited to the list identified above.
- Notify the WVC CHS Director and faculty liaison should teacher resign or otherwise vacate the position; any new high school teacher is the subject to the same approval process.
- Notify the CHS Director should the teacher have an absence lasting more than 5 days. Notify the CHS Director should an emergency necessitates a change in course schedule or teacher.
- Communicate the program information, registration process and deadlines to the students and parents.
- Attend one initial orientation meeting at WVC and subsequent professional development annually.
- Follow established procedures and meet deadlines set by WVC for CHS.
- Administer end-of-course surveys to all CHS students at the conclusion of the course each term.
- Submit grades for participating students in accordance with WVC policy.
- Conduct self in CHS classes according to WVC Board of Trustees' policies governing behavior, ethics, and professional standards.
- Assure compliance with federal and state laws concerning reasonable accommodation for students with disabilities, the development of the individualized educational program, and student safety.