



- **NEW HIGH SCHOOL INSTRUCTORS ONLY:** New instructors must complete course-specific training facilitated by their assigned faculty partner prior to the first day of the scheduled course. A Huskies in the High School (HHS) program staff member will facilitate an administrative orientation. This training is in addition to annual discipline specific professional development, it cannot replace it. More details on following pages.

### Course Management

- Applications, course placement, registration & course evaluations are all coordinated between program staff and the high school. Any inquiries on these topics can be sent to a HHS program staff member.
- Within five days of last day of course: High school instructor sends final grades to their St. Cloud State University (SCSU) faculty partner.
- Within ten days of last day of course: SCSU faculty partner must post final grades to e-Services.

### Partnership Responsibilities

- Faculty partners must review and approved final syllabus for each course taught by their high school instructor. High school instructors will be prompted to submit a syllabus to their faculty partner prior to each course. High school instructors submit final approved copy to [huskiesintheHS@stcloudstate.edu](mailto:huskiesintheHS@stcloudstate.edu) or via instructor D2L. Faculty partners can also forward the final approved copy to the program.
- Faculty partners must facilitate (or approve) an annual discipline specific professional development activity with each high school instructor. More details on following pages.
- Faculty partner must complete one class observation (site visit) per instructor while the Huskies in the High School course is in session.
  - Faculty partners partnered with new high school instructors must complete a site visit during the high school instructor's first year teaching through the program and/or first year teaching a new course (i.e. added a new level of math or language).
  - Faculty partners that are partnered with the *same* high school instructor with a site visit report on file from the previous year may continue site visits every other year.
  - More details on following pages.
- Faculty partner & program hosts class visit at St. Cloud State University while SCSU semesters are in session (to ensure staffing and lunch opportunity for students).
  - This is optional for some disciplines and required of others. Each academic department determines campus visit requirements.
  - All campus visitors must abide by safety guidelines and mandates in place.
  - More details on following pages.

## Course-Specific Training Requirements

*National Alliance of Concurrent Enrollment Partnerships Faculty Standard 2: Faculty partners at the college/ university provide all new concurrent enrollment instructors with course-specific training in course philosophy, curriculum, pedagogy, and assessment prior to the instructor teaching the course.*

Course-specific training must include discussion/development of the following to ensure that the Huskies in the High School (HHS) course aligns with the course taught on campus:

- Course curriculum, philosophy and expectations
- Assessment criteria, learning outcomes and grading policies
- Pedagogy
- Syllabus
- Required textbooks

Course-specific training cannot replace annual professional development requirements, but can include: on-campus observations, 1:1 meetings & pre-recorded modules. HHS program will reimburse mileage to instructors/faculty partners as appropriate, pay for parking, and provide lunch/dinner within reasonable limits. HHS program will provide administrative program orientation. Please work with HHS program to schedule course-specific training.

**Documentation required:** A report provided by HHS must be completed by the faculty partner. This submission may need to include materials, agenda, format/delivery method, date & time, list of participants. Report template can be found on the faculty partner D2L and in the appendix of this handbook.

## Discipline Specific Professional Development (PD) Requirements

*National Alliance of Concurrent Enrollment Partnerships Faculty Standard 3: Concurrent enrollment instructors participate in college/ university provided annual discipline-specific professional development and ongoing collegial interaction to further enhance instructors' pedagogy and breadth of knowledge in the discipline.*

Discipline specific PD can include but is not limited to:

- Workshops on campus with multiple Huskies in the High School (HHS) instructors
- Attendance of PD on campus with University department
- Observation of course taught on campus with discussion and reflection
- 1:1 meetings
- Pre-recorded modules
- Discussion of current research/literature
- Author visits
- Collaborative course content development
- Online, interactive discussion board
- Videoconferencing
- Seminar/conference participation approved by faculty partner in advance

HHS program will reimburse mileage to instructors/faculty partners as appropriate, pay for parking, and provide lunch/dinner within reasonable limits.

**Documentation required:** A report provided by HHS must be completed by the faculty partner. This submission may need to include materials, agenda, format/delivery method, date & time, list of participants. Report template can be found on the faculty partner D2L and in the appendix of this handbook.

## Classroom Observation (Site Visits)

*National Alliance of Concurrent Enrollment Partnership Curriculum Standard 3: Faculty partners conduct site visits to observe course content and delivery, student discourse and rapport to ensure the courses offered through the concurrent enrollment program are equivalent to the courses offered on campus.*

Faculty partners are required to complete one class observation per instructor relationship while the Huskies in the High School (HHS) course is in session. The purpose of the site visit is to ensure that the course taught at the high school aligns with the course taught on campus. The faculty mentor may **not** teach/lecture as part of the site visit.

Site visits can be completed:

- In person where the faculty partner goes to the high school classroom to observe
- Via video conference (Zoom, Google Classroom, etc.)
- Via recording where the high school instructor records a class period and sends to their faculty partner for review

Faculty partners partnered with new high school instructors must complete a site visit during the high school instructor's first year teaching through the program and/or first year teaching a new course (i.e. added a new level of math or language). Faculty partners that are partnered with the *same* high school instructor with a site visit report on file from the previous year may continue site visits every other year.

**Documentation required:** The faculty partner must submit a site visit report to the program office, and the high school instructor will be prompted to complete a site visit reflection by the program. These can be returned to [huskiesintheHS@stcloudstate.edu](mailto:huskiesintheHS@stcloudstate.edu). Report template can be found on the faculty partner D2L and in the appendix of this handbook.

## Campus Visits

Each Huskies in the High School (HHS) class is encouraged to visit campus once during the course. Some disciplines may require campus visits, each department determines campus visit requirements

To make these visits possible, the program reimburses schools for bus transportation and will provide lunch for students at Garvey Commons, the student dining hall. The program can cover substitute teacher costs for up to one campus visit per relationship.

Campus visits must be scheduled while classes are in session at St. Cloud State University. This will ensure that students experience campus life and that resources are available to promote an interactive visit.

While on campus, students participate in a variety of activities, such as: working in a lab or attending a lecture; learning how to do university level research during a library session with one of the St. Cloud State University research librarians; attending special on-campus events; and attend presentations from various department on campus such as Admissions, Financial Aid and Study Abroad.

Campus visits can be tailored to the class and students participating. Please work with your high school partner and HHS program to plan a campus visit. High School instructors can submit a Campus Visit Request on our website under "Teacher Resources".

All campus visitors must abide by safety guidelines and mandates in place. Please work with the Huskies in the Husky program to develop a safety plan if needed at the time of the campus visit.

## Huskies in the High School Faculty Partner D2L

The Huskies in the High School program has designed a Desire to Learn (D2L) Brightspace course for all faculty partners. To access this, go to any St. Cloud State University website. At the top of the screen there will be a link to myHuskyNet. From there, log in using your StarID and password. Then select “D2L Brightspace”. Under My Courses, select “Huskies in the High School Faculty Partners”.

This secure platform has important information and resources for our faculty partners. If you have any issues accessing D2L, please contact us at [huskiesintheHS@stcloudstate.edu](mailto:huskiesintheHS@stcloudstate.edu).

## Class Section Information

Each high school will receive an email in the early spring to complete a memorandum of agreement and course requests for the following academic year. This must be finalized prior to summer each year to ensure faculty partner availability. Prior to the start of the course, high school instructors and faculty partners will receive an introduction email with a course section report. This report has important registration dates and the 6-digit course ID needed for students to register for the course.

## Syllabus & Course Content

The course taught by the high school instructor must align with the St. Cloud State University course taught on campus. Some departments may provide a syllabus for the course, and others may collaborate with the high school instructor to design the syllabus. All syllabuses must be approved by the St. Cloud State University department or assigned faculty partner prior to the beginning of the course. A final approved syllabus must be submitted to the Huskies in the High School program via D2L or by emailing the document to [huskiesintheHS@stcloudstate.edu](mailto:huskiesintheHS@stcloudstate.edu).

## FERPA & Student and Parent Acknowledgement

St. Cloud State University is committed to the protection and confidentiality of student education records, and adheres to the Family Educational Rights and Privacy Act (FERPA), established to regulate access and maintenance of student education records. All rights move to the student when that student is in a post-secondary education institution; parents, spouses, and significant others may not access a student’s education records without consent.

High schools are provided a sample student and parent acknowledgement form for their own records. The program does not collect these agreements. The high school and high school instructors may use this as a resource to guide conversations with their students and parents.

More information about St. Cloud State University’s Data Privacy and Data Practice can be found at <https://www.stcloudstate.edu/policies/data-privacy/>

## Student Advising

Huskies in the High School (HHS) instructors, counselors, and administrators are essential to advising students. It is important that students consider some the following:

- St. Cloud State University course requirements may require more time, responsibility and effort than a high school course. Students should consider their entire academic workload and extra-curricular activities to ensure it is the right time to participate in a college course.
- Retroactive registration and dropping is not permitted in a St. Cloud State University course.
- The grades that the student earns will become part of their permanent academic record.

Prior to the beginning of each course, instructors are sent a program overview recording to show their students prior to registration. This recording discusses the roles, responsibilities, and benefits for concurrent enrollment students. Huskies in the High School program staff are also available during partnership visits, campus visits and via phone/email to help students navigate their past, current, and future postsecondary experience.

## Textbooks

Textbooks used in the course must be approved by the St. Cloud State University department/faculty partner. Books and course materials are to be purchased by the high school/district and become the property of the high school/district.

## Course Roster Verification

High school instructors and students are responsible for verifying the accuracy of the course roster during the registration window. As soon as students register for their St. Cloud State University course, the instructor & faculty partner will see the student on their St. Cloud State University roster. Students not listed on the rosters are not registered.

**Registering for the high school course does not register a student for the St. Cloud State University course. The instructor and student must verify that the student is registered for the course. Retroactive registration is not permitted in St. Cloud State University courses.**

For instructions on how to view your class roster, go to <https://www.stcloudstate.edu/registrar/faculty>. You will need to log in using your StarID and password. The Huskies in the High School program will contact instructors to verify their course roster prior to billing the high school.

## Course Evaluations

Students are required to complete a course evaluation at the end of every course for program accreditation. The Huskies in the High School program will provide a link or paper form for instructors to send students prior to the end of the course. Course evaluation results will be shared with the high school instructor and faculty partner after final grades are posted.

## Grade Submission

Courses taught at the high school and courses taught on campus rarely end at the same time. Consequently, posting grades for courses taught through the Huskies in the High School (HHS) program will always be a several step process. The program has worked closely with the Office of Records and Registration to design procedures to make the process as simple and efficient as possible.

High school instructors and faculty partners should discuss grade submissions at the beginning of each course. Grading criteria should be clearly documented in the syllabus. Concurrent enrollment (Huskies in the High School) courses are dual credit meaning that students receive credit at the high school and at St. Cloud State University. **It is important for students to know that their high school grade and their St. Cloud State University grade may not be the same grade due to different attendance and assessment policies at the college level.**

Ensuring that grades are posted within the St. Cloud State University system is the responsibility of both the high school instructor and the faculty partner. Within 5 days of the course end date, high school instructors must submit finals grades to their faculty partner. The faculty partner must post grades within 10 days of the course end date. Delays in grade submission can delay the release of student transcript orders. High school instructors may enter grades with permission of the department/faculty partner.

## Faculty Partner Compensation

Faculty partners are compensated 2.99 extra duty days for their partnership work, unless they are an adjunct faculty member. Adjunct faculty members are compensated 0.79 credit load. The HHS program office will submit the requests for faculty partner compensation within the first month of the course start date. These requests are submitted to the respective college's Administrative Director. Faculty partners may request that payment is spread out over the course of the high school course start and end dates (default) OR a lump sum at the end of the high school course dates. Please contact your Administrative Director only if you would like to be compensated in a lump sum at the end of the course within the first two weeks of the high school course. Faculty partners can view HHS compensation on their paystubs.