COLLEGE IN THE HIGH SCHOOL

Instructor Manual 2018-2019

Accredited by:

NATIONAL ALLIANCE OF CONCURRENT ENROLLMENT PARTNERSHIPS
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COLLEGE IN THE HIGH SCHOOL
College in the High School (CHS) is a Northland Community and Technical College (NCTC) nationally accredited program that delivers Northland Courses to the high school students in participating area high schools.

ELIGIBLE STUDENTS

Liberal Arts & General Education Courses
High school students who wish to take Liberal Arts or General Education courses (Transfer Education) must be a junior or senior and have a cumulative 3.00 G.P.A. Students will be required to take and pass the Next-Gen ACCUPLACER® test which will be administered by Northland student services personnel at the time of registration. The liberal arts courses are part of the Minnesota Transfer Curriculum and as such are highly transferrable within the Minnesota State System as well as out of state.

Technical Courses
High school students who wish to take Career and Technical Education courses must be a sophomore, junior, or senior. The student must have a cumulative 2.5 G.P.A. and have the permission of their guidance counselor and teacher. Students must also take the Next-Gen ACCUPLACER® test.

FACULTY CREDENTIALING REQUIREMENTS
The high school instructor teaching CHS courses must meet Northland credentialing requirements. A master’s degree in the field or a master’s degree within any field with 18 graduate semester hours in the field are required to teach CHS courses.
TUITION COSTS
Since most of the instructional costs of the CHS courses are covered by the partner high schools, the tuition charged to the schools is less than for on-campus students. The high schools are charged $2250 per mentee/course. The high school is expected to pay for the text books, tuition, and instructor’s salary and to grant release time for high school instructors to attend in-service training.

ON-CAMPUS CHS CONFERENCE
All CHS high school instructors are required to attend the annual CHS Fall Conference. It is held on-campus at Thief River Falls during November of each academic year. The conference will address current topics of concurrent enrollment, timely updated information for teaching CHS courses, as well as individualized departmental meetings with college faculty.

Instructors who do not attend the annual Fall Conference will be required to arrange an on-campus meeting with their assigned faculty mentor within 30 days of the missed Fall Conference date. The content of the make-up meeting will be determined by the faculty mentor and the Northland CHS coordinator. Failure to attend the make-up meeting will result in cancellation of the course during the following academic year.

CHS COURSE NON-COMPLIANCE ISSUES
If a CHS instructor fails to teach the CHS course in a manner consistent with the on campus course, the assigned mentor will work with the CHS instructor on a plan to bring the course into alignment with the NCTC on campus course. Deficiencies in the CHS course may include some of the following: syllabi competencies, inadequate textbooks, inadequate assessments, improper instructional materials, inadequate labs or lab equipment, improper grading procedures, etc. The CHS course will be assigned probationary status and will need to have the identified deficiencies corrected by the end of the current semester. If the course deficiencies are not corrected, the NCTC Academic Dean will notify the CHS school that the CHS course has been terminated.
NEW CHS TEACHER ORIENTATION AND TRAINING

All first year CHS high school instructors will have orientation and training prior to the beginning of their course. This meeting will either be on site at their high school or on-campus at either Thief River Falls or East Grand Forks.

The focus of the orientation will be to provide an overview of the CHS program and will include grading procedures, academic honesty, textbook requirements, end of course evaluations, and a review of the NACEP standards and how they apply to the new instructor. The training will be with the assigned college mentor and will include a review of the common course outline of the course(s) they plan to teach. Also included will be a review of learner outcomes, pedagogy, grading, common assessments and rubrics and course syllabus review. A course syllabus will be developed that meets the requirements of the Northland department.

NORTHLAND MENTORING INVOLVEMENT

Every CHS high school instructor will be assigned a Northland faculty mentor. The assigned mentor will be from the same department that is offering the course on the high school campus. Each mentor is expected to meet with their high school instructor at least 3 times during the academic year. In the event of a high school CHS teacher having multiple years of experience teaching the same Northland course(s), the 3 meetings may be reduced with the joint agreement of mentor and high school teacher. It is expected that a continuous ongoing dialogue occur over the duration of the course(s).

The purpose of the site visits is more of a collegial working visit rather than that of supervising the teacher. Mentors are expected to be available to assist the high school instructor with any issues or challenges that may arise during the teaching of the course. Mentors will also be asking for samples of student work to determine that course expectations are the same for CHS students as they are for our on-campus students.

Mentors will be doing an evaluation of the course content and the delivery of the CHS course in the high school. The evaluations will be forwarded to the Northland CHS coordinator.
PROCEDURES FOR NEW COURSES
The following steps are the normal method by which new CHS courses are approved at Northland Community & Technical College.

1. Prior to January 15, the high school instructor initiates contact with the Northland CHS coordinator.
2. The high school instructor has reviewed the Northland course catalog to determine which course(s) most closely aligns with the course they are interested in teaching.
3. After consultation with the instructor, the Northland CHS coordinator provides the instructor with the common course outline.
4. Prior to February 1, the high school instructor forwards an application letter, proposed course syllabus, and an official transcript to the Northland CHS coordinator.
5. Prior to February 15, the Northland department will review the CHS application and either approve the application, deny the application, or request additional information to make a final determination.
6. Prior to teaching the course, the CHS high school instructor will have a one day orientation and training meeting with the assigned mentor, either on site at the high school or on-campus.

PROCEDURES FOR RENEWING COURSES
All CHS instructors are required to reapply annually for the course(s) they expect to teach in the next academic year. The following steps and timelines are the normal method by which CHS courses are approved on an annual basis.

1. All partner high schools will receive their application packet by February 1.
2. The CHS high school instructor will prepare a new course syllabus for the course which they wish to renew.
3. The high schools will submit their course renewal application by March 15.
4. By April 1, the Northland department will review the course renewal request and course syllabus. The decision will be to approve, deny, or request additional information to make a final determination.
5. By April 15, all partner high schools will receive notification of the courses which are approved for the following academic year.
AGRICULTURE
   Introduction to Animal Science

AVIATION
   Ground School

BIOLOGY
   Biological Principles I
   Biological Principles II
   Anatomy and Physiology I
   Anatomy and Physiology II
   Advanced Physiology
   Nutrition

ENGLISH
   Composition I
   Composition II
   Introduction to Literature
   American Literature I
   American Literature II
   World Literature

HEALTH
   First Aid and CPR
   Medical Term.
   Intro Health Prof.

HISTORY
   Western Civ.

MATHEMATICS
   College Algebra
   Pre-Calculus
   Calculus 1
   Trigonometry

NATURAL SCIENCE
   Environ. Sci.

SPEECH
   Introduction to Public Speaking

SPANISH
   Beginning Spanish I
   Beginning Spanish II

Course descriptions can be found in the e-catalog at www.northlandcollege.edu/academics/catalog

REGISTERING CHS STUDENTS
The Northland student services team will arrange a time at the partner high schools to register students for CHS courses. This typically occurs during March, April, or May.

Our student services team will be on site at all the partner high schools. During this registration process, the high school students will take the required Next-Gen ACCUPLACER® tests and the students will fill out the registration materials that will officially register them as students of Northland Community & Technical College.
ACADEMIC ADVISING
The student services team will meet individually with all students when on site and will discuss admissions, registration, Drop/Add/Withdraw dates, transcript requests, college services available as well as other pertinent information.

RESOURCES AVAILABLE TO CHS STUDENTS
The students are officially registered students of Northland. As such, they have access to the same services as on-campus students. If CHS instructors would like their students to access the on-line library services, the instructor should e-mail their student roster to the Northland librarian. A student library card and password will be assigned so the student can access the entire library database for their student research and papers.

GRADING CHS STUDENTS
The partner high schools will receive the official grade report form three weeks prior to the end of the semester. This grade report form will be mailed directly to the local CHS coordinator. CHS high school instructors will be responsible for inputting the grades. All grades must be whole letter grades with no (+) or (-) designation. Instructors must also sign the official grade report form.

STUDENT HANDBOOK
The Northland web page has a great student guide for College in the High School. The address for this guide is http://www.northlandcollege.edu/college-in-the-highschool. If you would direct your students to this web site, they would be able to access all the necessary information to enhance their CHS experience.
LIBRARY ACCOUNTS
Students need an active library account to access library databases and check out library material.
To initiate account set-up, CHS faculty should:
• Contact Cynthia and request a copy of the class roster form.
• Complete the form and return it (via-e-mail) to Cynthia. Handwritten rosters will not be accepted.
• Once the roster is received, accounts will be created and activated for each student and instructor.
• A packet will be sent to the instructor with a library card for each student and the instructor.

BORROWING LIBRARY MATERIAL
Students wishing to borrow items from the library may e-mail a request including the information about the items they wish to borrow (title and call number).
• Access the library catalog at: http://plus.mnpals.net/catalog/nct
• The library will ship the item (via USPS to the high school (attention of the instructor/student).
• The student is responsible for returning the item to the library by the due date, either by dropping it off in person or shipping it back to the library. (The library will include some shipping labels for this purpose when the library account cards are mailed out.

ACCESSING LIBRARY DATABASES
The library subscribes to a variety of databases that provide access to thousands of publications, including magazines, academic journals, newspapers and some book material. Vendor licensing agreements require user authentication for off-campus access; authentication is completed with an active library account number.
• Access the library database menu at: http://www.northlandcollege.edu/library/databases/
• When the link for the database is opened, the Sign-In window opens. Sign-in with your 14 digit library account number and your password (last name). This information is on the screen.

AT YOUR SERVICE
The library staff is here to help! If you have questions, please contact us by phone or e-mail.
Services for College in the High School courses are coordinated at the Thief River Falls campus library; feel free to contact us with questions. TRF Library hours are Monday – Friday 8:00 am – 4:00 pm.

If you would like an instruction session for your class (at your HS or at the NCTC Library), please contact Cynthia. Please try to make arrangements as early in the semester as possible.

Cynthia Jorstad, Librarian: cynthia.jorstad@northlandcollege.edu 218-683-8757
Robin Langevin, Library Assistant: robin.langevin@northlandcollege.edu 218-683-8756
TRF Ask-A-Librarian: trf.library@northlandcollege.edu
The Minnesota State Board of Trustees Policy 3.5, Post-Secondary Enrollment Options, states that "certain guidelines or restrictions shall apply to PSEO classes provided on-site at Minnesota high schools." The following guidelines apply to NCTC College in the High School (CHS) courses taught by high school teachers to high school students, through a cooperative arrangement between NCTC and the school district.

1. All CHS courses are regularly taught on the NCTC campus and are accepted as part of the general education requirement for the associate degree.

2. Instructors of college courses in high schools shall have:
   a. A master's degree in the discipline to be taught.
   b. A master's degree within any field, with 18 graduate semester credits in the discipline to be taught.

3. All college policies and regulations which apply to instructional procedures and academic standards will apply to students and staff associated with these courses, except where superseded by sections of this policy.

4. Textbooks and other instructional materials specified in the course outline will be provided by the high school. Textbooks must meet the approval of the NCTC academic department and must be an acceptable edition.
   a. If the CHS course is offered in multiple sections, the NCTC courses will also be in the same number of sections as the high school offers. High Schools are advised to have appropriate class sizes (recommended to follow NCTC class capacities).

5. NCTC will work with the high school to administer placement assessments in reading and math. NCTC will also register students, provide class lists, determine procedures for adding or dropping courses, enter grades and maintain/distribute transcripts. The following tests are required:
   a. Reading-For all courses and must achieve minimum cut scores for all college level English courses.
   b. Math-For all courses and must achieve minimum cut scores for all college level math courses and courses for which there is a math pre-requisite or recommendation.

6. Class enrollment is limited to high school juniors and seniors registered in the CHS program. Sophomores are eligible to take one technical course per semester. These students must meet the following criteria:
   a. 3.0 cumulative GPA if taking liberal arts courses. 2.5 GPA for Career and Technical Education courses.
   b. Student participating in College in the High School must complete the Next-Gen ACCUPLACER® and achieve minimum cut scores for college level English and math courses.
7. For each course, the high school instructor and the assigned NCTC mentor will work together, as follows:
   a. A course plan shall be developed which addresses:
      i. The length and number of class meetings and how they will be used to cover the subject matter of the course.
      ii. Library resources and required materials and tests.
      iii. Attendance policy and how it applies to grading.
      iv. Testing procedures and grading processes.
   b. For high school instructors who teach the course for the first time, three face-to-face meetings are recommended as follows, or as needed:
      i. At least one planning meeting between the assigned college instructor and the high school instructor prior to the start of the semester.
      ii. At least two in-person classroom observations by the assigned college instructor. Written reports of these observations shall be made to the NCTC CHS coordinator and to the high school.
   c. For high school instructors who have taught the course previously, two meetings should be arranged between the two instructors, or as needed.

8. College in the High School Fall Conference will be held in November of each academic year. Attendance is mandatory for all high school instructors who teach CHS courses. High school instructors who do not attend the mandatory Fall Conference will be required to come on-site to Northland Community & Technical College within 30 calendar days of the scheduled conference for a meeting with the CHS coordinator and with the assigned mentor. If a high school instructor does not attend, a subsequent CHS Fall Conference, the CHS courses that were being taught by the instructor will be terminated the following academic year. Attendance at the Fall Conference is strongly encouraged for CHS coordinators, guidance counselors & principals.

9. New Instructors teaching CHS courses for the first time will be required to attend an orientation and training session prior to the Fall Conference. The new instructors will have a review of credentials to determine if they comply with the Program Guidelines. New instructors will meet with their respective Departments to review the common course outlines for the course(s) they plan to teach. The Departments will present the NCTC syllabus for the course(s) they plan to teach and they will work jointly with the new instructors in drafting a course syllabus for their courses. The textbook options will also be discussed at this orientation to assist the new instructors in choosing the text that will meet the standards of the NCTC Department. Grading procedures, course philosophy, delivery and pedagogy will be emphasized during this orientation session.

10. The maximum number of NCTC credits available shall not exceed 29 credits. Multiple sections of the same course will count as one course.
PARTICIPATING HIGH SCHOOLS

Ada High School
Anoka-Hennepin High School
Bagley High School
Clearbrook-Gonvick High School
Detroit Lakes High School
East Grand Forks Senior High School
Fertile-Beltrami High School
Fosston High School
Greenbush-Middle River High School
Grygla High School
Lincoln High School
Mahnomen High School
Marshall County Central High School
Park Rapids High School
Roseau High School
Stephen-Argyle High School
Trek North High School
Tri-County High School
Warren-Alvarado-Oslo High School
Waubun High School
Win-E-Mac High School

The CHS program offered through Northland Community & Technical College is nationally accredited by the National Alliance of Concurrent Enrollment Partnerships. The standards for NACEP accreditation are available at nacep.org.

See NACEP Certificate on page 12.
CERTIFICATE of ACCREDITATION

NATIONAL ALLIANCE of
CONCURRENT ENROLLMENT
PARTNERSHIPS

The Rights and Responsibilities of NACEP Accreditation
Are Hereby Awarded to

COLLEGE IN THE HIGH SCHOOL

of

NORTHLAND COMMUNITY AND
TECHNICAL COLLEGE

Effective 2012 through 2019

NACEP accreditation distinguishes high quality concurrent enrollment
partnership that meet rigorous national standards in the areas of Curriculum,
Faculty, Students, Assessment, and Program Evaluation. Programs earn
accreditation after an extensive self-study and comprehensive peer review
and by the approval of the NACEP Board of Directors.

Lynn Burbank  Rebecca Carter
NACEP President  Accreditation Committee Chair