



# **COLLEGE IN THE HIGH SCHOOL**

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**Instructor Manual**

**NORTHLAND**  
COMMUNITY & TECHNICAL COLLEGE

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# CHS CONTACTS

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# STUDENT & FACULTY ELIGIBILITY

## COLLEGE IN THE HIGH SCHOOL

College in the High School (CHS) is a Northland Community and Technical College program that delivers college 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 GPA of 3.0 or a 2.75 GPA and can register for one liberal arts course the first semester and if successful with a C or higher grade, can register for additional courses their second semester. 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 GPA and have the permission of their guidance counselor and teacher. Students must also take the Next-Gen ACCUPLACER® test.

## FACULTY CREDENTIALING REQUIREMENTS

CHS instructors teaching liberal arts courses must have a master's degree in their field or a master's degree in Education with a minimum of 18 graduate semester hours in their field. If the instructor is a Career and Technical Instructor, the credentialing requirements vary based upon the field. Work experience (Recency Hours) varies as well as the minimum degree or certification requirement. High school instructors are advised to contact the specific CTE department for the specific requirements of their field.



# INSTRUCTOR APPROVAL FLOWCHART

High School Principal submits a request (on official school letterhead) to the CHS coordinator for a specific course offering and approval of a CHS instructor to teach the course.



CHS coordinator requests credentials and c. vitae from the potential CHS instructor.



Submitted credentials and c. vitae are reviewed by the academic department and academic dean.



If CHS instructor meets credentialing requirements, the academic department appoints a faculty mentor. The academic department chair, mentor and academic dean sign the College in the High School Instructor/Course approval form.



CHS coordinator sends an approval letter to the CHS instructor with details of the next steps to be taken which includes working with the assigned mentor to develop a course syllabus.



A course syllabus is submitted to the CHS coordinator and mentor for approval.



The CHS mentor, academic department chair and academic dean review the proposed syllabus and make a determination of acceptability. If the syllabus needs modifications, the mentor works with the CHS instructor to refine the syllabus for final approval. The Syllabus approval form is signed by the academic department chair, mentor and academic dean.



The CHS instructor is provided details of orientation and training which is mandatory and must be completed prior to teaching the course.



If the application is denied, the CHS coordinator sends a letter to the high school instructor with a copy to the principal, with suggestions of necessary steps to be taken to meet the credentialing requirements.



# **COSTS & CONFERENCE**

## **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 on-campus students. The high schools are charged \$3000 per mentee/course. The high school is expected to pay for the textbooks, 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 Professional Development Conference. It is held on-campus at Thief River Falls during April 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 PD Conference will be required to arrange an on-campus meeting with their assigned faculty mentor within 30 days of the missed PD 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 makeup meeting will result in cancellation of the course during the following academic year.

## **CHS INSTRUCTOR NON- COMPLIANCE**

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 Northland on-campus course. Deficiencies in the CHS course may include some of the following: Syllabi competencies, 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 Northland Academic Dean will notify the CHS school that the CHS course has been terminated.



# ORIENTATION & MENTORING

## CHS NON- COMPLIANT INSTRUCTOR REINSTATEMENT

A non-compliant CHS instructor can apply for re-instatement after one year has expired. The instructor must arrange a meeting with the Northland Department Chair, Academic Dean, mentor and CHS Coordinator. The instructor must furnish evidence that the addressed deficiencies have been remedied. A syllabus must be presented that meets all requirements of the Northland CHS program. The instructor will be required to complete new instructor orientation and training prior to teaching the CHS course. The CHS mentor will have a minimum of three site visits during the first semester to ensure that all requirements of reinstatement are being met.

## 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, common assessments and rubrics, grading, and course syllabus review. A course syllabus will be developed that meets the requirements of the Northland department. The training must be completed prior to teaching the course.





# ORIENTATION & MENTORING

## 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 two 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 two 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 the 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 high school. The evaluations will be forwarded to the Northland CHS coordinator.



# APPLICATION PROCEDURES

## PROCEDURES FOR NEW COURSES

The following steps are the normal method by which new CHS courses are approved at Northland Community and Technical College.

1. 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. A mentor is assigned to assist the CHS instructor in developing the course syllabus.
4. The high school principal submits a written request that a specific course and instructor be reviewed for consideration into the CHS program. The high school instructor forwards an application letter, proposed course syllabus, and an official transcript to the Northland CHS coordinator.
5. The Northland department will review the CHS application and either approve 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 an updated 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.



# **COURSES & REGISTRATION**

## **Course Offerings**

### **AGRICULTURE**

Introduction to Animal Science

### **BIOLOGY**

Principals of Biology I  
Principals of Biology II  
Anatomy & Physiology I  
Anatomy & Physiology II  
Environmental Science

### **COMPUTERS**

Intro to Computers

### **ENGLISH**

Composition I  
Composition II  
Introduction to Literature  
Introduction to Public  
Speaking  
World Literature

### **HISTORY**

World History Post-1500

### **MATHEMATICS**

Calculus I  
College Algebra  
Pre-Calculus  
Statistics  
Trigonometry

### **SPANISH**

Beginning Spanish I  
Beginning Spanish II

Course descriptions can be found in the e-catalog at  
[www.northlandcollege.edu/academics/catalog](http://www.northlandcollege.edu/academics/catalog)

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 and Technical College.



# RESOURCES, GRADING & HANDBOOK

## 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 Community and Technical College. As such, they have access to the same services as on-campus students. If CHS instructors would like their students to access the online library services, the instructor should contact the college librarian. The librarian will facilitate student and instructor access to library databases.

## STUDENT TUTORING SERVICES

Student tutoring services are available through the Northland Academic Success Center. The students need to have a Star ID and can access the tutoring services through the DL2 platform. 15 hours of tutoring services are available to the CHS student.

## 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.



# RESOURCES, GRADING & HANDBOOK

## 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 website, they would be able to access all necessary information to enhance their CHS experience.

## CHS COURSE EVALUATIONS

All CHS courses are required to have evaluations completed by students. The evaluation instrument is the same as on-campus courses. The link for the course evaluations will be sent to all instructors two weeks prior to the end of the term. The completed evaluations will be reviewed by the CHS coordinator and forwarded to the assigned mentor for their review. The mentor will provide the results of the evaluation to the instructor with appropriate feedback. The evaluation is to be used as a tool to evaluate the effectiveness and quality of the CHS course.



# LIBRARY SERVICES

The Northland Library provides resources to support the courses offered at the college. All current faculty, staff, and students have access to all library resources and services; this includes access to a wide range of subscription databases, providing access to thousands of sources.

## LIBRARY ACCOUNTS/Star ID

Registered students automatically have a library account. Students use their StarID for login to the resources (The librarian will provide information for students to fully activate their StarID). Library staff need to modify each account before they can be used. To initiate this process:

- Contact librarian and request a copy of the class roster form.
- Complete the form and email it back to the librarian. (Handwritten rosters will not be accepted).
- Once the roster is received, the accounts will be modified.
- Instructors do not have a StarID; the library will activate a library account for instructors.
- Please note: MinnState staff is working on facilitating StarID assignments for College in the High School instructors.

## BORROWING LIBRARY MATERIAL

Students wishing to borrow items from the library may email the library and request the item(s).

- Access the library catalog at: [https://mnpals-nct.primo.exlibrisgroup.com/discovery/search?vid=01MNPALS\\_NCT:NCT](https://mnpals-nct.primo.exlibrisgroup.com/discovery/search?vid=01MNPALS_NCT:NCT)
- Find the item
- Send an email to the library. Identify yourself as a College in the High School student, which class you're in, the name of your instructor, title of the item and call number.
- 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 supply the instructor with some mailing labels).



# LIBRARY SERVICES

## 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. Our search system, OneSearch, searches the library catalog and all our databases at once. Instructors who want their students to use OneSearch will be provided with user guides that show how to navigate OneSearch and tips on how to modify your results, etc.

It is good practice to login to OneSearch before you start searching. To do this, [click here](#) to enter your StarID:



*You can see you're logged in because your name appears:*

## AT YOUR SERVICE

The library staff is here to help! If you have any questions, please contact us by phone or email. Services for CHS courses are coordinated at the Thief River Falls campus library; feel free to contact us with questions. TRF Library hours are Monday – Friday 9:00 a.m. – 4:00 p.m.

If you would like an instruction session for your class (at your high school or the Northland Library), please contact the librarian. Please make your request for a session as early in the semester as possible.



# Program Guidelines

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) The NCTC CHS course cannot be used as a platform for other programs that offer college credit such as Advanced Placement, International Baccalaureate, and Project Lead The Way.
- 3) 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.
  - c) If the instructor is a Career and Technical Education (CTE) Instructor, the credentialing requirements vary based upon the field. Work experience (Recency Hours) varies as well as the minimum degree or certification requirement. High school instructors are advised to contact the specific CTE department for the specific requirements of their field.
4. 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.
5. 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.
6. 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).
7. 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.
8. 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. Effective the 20-21 school year, Juniors or Seniors who have a 2.75 GPA can register for one liberal arts course their first semester and if successful with a C or higher grade, can register for additional courses their second semester.
  - b. Student participating in College in the High School must complete the Next-Generation Accuplacer and achieve minimum cut scores for college level English and math courses.
9. Tutoring services are available to all CHS students through the NCTC Academic Success Center. The student will need to sign in with their Star ID and password and the services are available on the D2L platform
10. 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:
    - ii) The length and number of class meetings and how they will be used to cover the subject matter of the course.
    - iii) Library resources and required materials and tests.
    - iv) Attendance policy and how it applies to grading.
    - v) Testing procedures and grading processes.
  - b) For high school instructors who teach the course for the first time, four 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. The required training meeting would qualify for this meeting.
    - ii) At least two in-person classroom observations by the assigned college mentor. Written reports of these observations shall be made to the NCTC CHS coordinator and would be available to the high school principal if the CHS instructor grants approval.
    - iii) At least one follow-up meeting between the assigned college instructor and the high school instructor.
  - c) For high school instructors who have taught the course previously, at least two meetings should be arranged, or as needed. One of the meetings can be the annual Fall Conference.



11. College in the High School Professional Development Conference will be held in April 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 PD 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 PD Conference, the CHS courses that were being taught by the instructor will be terminated the following academic year. Attendance at the PD Conference is strongly encouraged for CHS coordinators, guidance counselors & principals.
12. New Instructors teaching CHS courses for the first time will be required to attend an orientation session which will be led by the CHS coordinator. The training, which is a separate meeting, will be led by the assigned mentor. The training will cover all aspects of the course which they will be teaching. Information such as course syllabi, learner outcomes, textbook approval, course assessments, grading rubrics, pedagogy, etc. will be covered in this training.
13. The maximum number of NCTC credits available shall not exceed 29 credits. Multiple sections of the same course will count as one course.
14. Course Cancellation will occur if the high school determines enrollment numbers do not support a class or if a qualified instructor is not available to teach the course. Notification must be given to the NCTC CHS coordinator and the student services department will terminate the course and drop the registered students from the course.



# **PARTICIPATING HIGH SCHOOLS**

Ada High School  
Bagley High School  
Fertile-Beltrami High School  
Fosston High School  
Greenbush-Middle River High School  
Lincoln High School  
Marshall County Central 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

