

EWU in the High School

Instructor

The How To Book

2020-2021

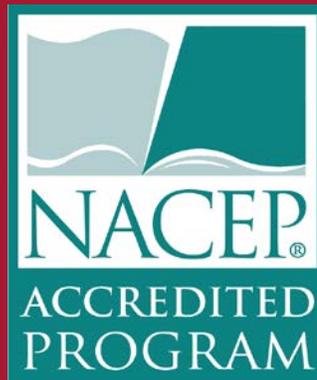


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WELCOME TO EWU IN THE HIGH SCHOOL PROGRAM

We are pleased that you are offering Eastern Washington University courses on your high school campus! Eastern, a four-year accredited university offers 135 fields of study, 9 master's degrees, 12 graduate certificates and 39 graduate programs. Here at Eastern we pride ourselves on starting something BIG, and it is our desire that your journey here will be the beginning of many BIG things to come.

College in the High School was initiated in 2009 and updated in 2015 by the Washington State Legislature to provide verified sophomores, juniors or seniors enrolled in a Washington State public high school the opportunity to take college courses as part of their high school education. Students earn low cost to no cost tuition college credit while completing their high school graduation requirements. As a result, EWU in the High School students can earn their high school diploma and complete some of the General University Core Requirements (GECRs) or major/minor requirements at the same time.

The decision to start college early is an important one. Frequently, a student may be academically prepared for college-level courses, but may find social or emotional demands overwhelming. The most successful college students are highly motivated, work independently, take initiative, have good study skills, self-disciplined and are able to complete a variety of assignments with little direction from instructors. Students, parents and counselors should carefully consider whether EWU in the High School appropriately meets the student's needs.

EWU offers three distinct programs to help high school students get a *Running Start* on their academic careers.

- *Running Start On-Campus* enables students to take up to two years of free college credit while attending classes on Eastern's campus.
- *Running Start Online* is designed for a long-distance student who cannot attend classes on the EWU campus.
- *EWU in the High School* (EWUHS) gives a student the opportunity to take college courses low to no cost in the comfort and familiarity of their high school.

College in the High School is an opportunity for students who are self-motivated, responsible, and excited to get a *Running Start* on their academic goals. We look forward to working with you!

Sincerely,

EWU in the High School Team

EASTERN WASHINGTON UNIVERSITY VALUES, MISSION, AND VISION

OUR VALUES

Eastern Washington University Running Start is dedicated to the following key values both in our on-campus programs and off campus programs:

- **Student-centered learning environment**
Students are the reason why we exist.
- **Quality**
We strive for excellence in everything we do.
- **Access**
We expand access to opportunity and success for students.
- **Inclusiveness**
Our diversity makes EWU a stronger community.
- **Integrity**
We foster a culture of respect, commitment and honesty.

OUR MISSION

Eastern Washington University expands opportunities for personal transformation through excellence in learning in both our on-campus programs and off campus programs.

EWU Running Start achieves this mission by:

- Fostering excellence in learning through quality academic programs and individual student-faculty/instructor interaction and faculty-instructor interaction. Students extend their learning beyond the classroom through co-curricular programs, life skills development, volunteering and service learning.
- Creating environments for personal transformation that enrich the lives of individuals, families, communities and society at large.
- Expanding opportunity for all students by providing critical access to first generation students, underserved populations, place-bound students, and other students who may not have the opportunity for higher education.
- Developing faculty, staff and instructors by growing and strengthening and intellectual community and supporting professional development.

OUR VISION

Eastern Washington University Running Start on campus and off campus programs envisions a future of professionally, socially and culturally engaged leaders, citizens and communities.

EWU Running Start is a driving force for the future culture, economy, workforce and vitality of Washington State. Our students learn to think critically and make meaningful contributions to both their high schools and their communities.

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Facebook: Stay connected and show your support for EWU Running Start on campus and at your high school through Facebook. Find us on Facebook by searching “Running Start EWU” or <https://www.facebook.com/RunningStartEWU>



Twitter: Stay connected and show your support for EWU Running Start on campus and at your high school through Twitter. Find us on Twitter by using @runningstartewu



Website: Find all of your EWU in the High School information on our website: <https://ewu.edu/highschool>



Remind Text Messaging: You can sign up for EWU in the High School text messages. Keep on top of deadlines and important announcements. Join by texting @habae to 81010. You can opt out anytime.

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EWU IN THE HIGH SCHOOL

EWU in the High School (EWUHS) is the opportunity for high school sophomore, juniors and seniors to be enrolled in college-level curriculum and earn free college credit all within the familiarity of their high school classroom.

EWUHS Teachers: High school teachers who teach CEP classes hold credentials that have been approved by EWU faculty in their respective fields of study. Most high school teachers involved with CEP hold master's degrees in their areas of instruction. EWU faculty coordinators travel to high schools during the school year in order to evaluate the high school teacher, curriculum, and monitor student progress.

EWUHS Students: Students may take as many EWUHS classes per semester as offered at their high school. While enrolled in EWUHS classes, students are effectively enrolled in an on-campus EWU course. Students are held to the same academic and behavioral standards as any EWU Student. You may be required to purchase a textbook for the course.

Curriculum: The curriculum used in EWUHS classes is the same as the curriculum in an on-campus class at EWU. Every educational department at EWU that works with EWUHS provides the high-school teachers with the syllabus, curriculum, and faculty support necessary to ensure that EWUHS students have a smooth transition from high school to college. We adhere to the National Alliance of Concurrent Enrollment Partnership (NACEP) standards.

BENEFITS

- A high school student enrolled in EWUHS can potentially graduate high school with numerous college credits, all of which would transfer directly to Eastern Washington University and most other state college and universities.
- High school students experience college-level curriculum in their H.S. classroom.
- Students earn college credit while working toward H.S. graduation requirements.
- In contrast to AP courses, you will be assured to earn college credit upon completion of course, instead of relying on test scores.
- EWUHS students have full access to EWU services while enrolled in courses. These services include:
 - [Library](#)- on campus and online services
 - [Tutoring](#)- peer to peer assistance via skype, email, online or in person
 - [Math Lab](#)
 - [Writer's Center](#) – online availability
 - [Campus Visits](#) – students and families
 - [Campus Visits](#) – teachers with classes

STUDENT ELIGIBILITY

- Sophomore, junior, or senior
- No ACT or SAT score requirements
- Some courses require placement testing
- Any course prerequisites
- No GPA requirement

Students must meet the course pre-requisites of the university. Pre-requisites are available in the [course catalog](#).

Students are held to the same policies and procedures as Eastern Washington University on campus students. Student policies are available at: <https://access.ewu.edu/faculty-organization/academic-policies>

PREREQUISITES

Faculty coordinators handle prerequisites criteria such as placement tests in collaboration with the high school instructor. Each department is responsible for making sure students have met course prerequisites and any exceptions. It is the policy of EWU HS that a student who registers has been approved, if needed by the faculty and EWU department. Placement test scores are sent to the EWU HS office, EWU faculty coordinators or departments, and the high school instructor.

PLACEMENT TESTING

Following EWU policy, all students wishing to register for ENGL 101 or MATH 141, 142, 161 must take a placement test.

COST: EWU in the High School will cover the cost of the English placement test (first time and 1 retake only) and the math placement test (first time and 1 retake only). If students wish to retest they will need to pay the placement test fees, math \$30.00 and English \$12.00.

LOCATION: All placement testing for EWU in the High School will occur at the high school. See your faculty coordinator/mentor for more information.

****MATH:*** Students must have completed algebra II at their high school before they can take the math placement test. With very few exceptions, all students must take the math placement test before they are allowed to register for their math course. EWU currently uses computer-based software called ALEKS. Students will need to practice in ALEKS for 3 hours prior to taking their test. If they do not score how they hoped they may take the test again after completing an additional 10 hours of practice in ALEKS.

PERCENT GIVEN BY ALEKS	COURSE PLACEMENT
29 or below	MTHD 103
30-40	MTHD 104, 106
41-55	MATH 107, 114, 121, 200, 208
56-65	MATH 107, 121, 141, 200, 208, 311
66-75	MATH 107, 121, 142, 200, 211, 311, 380
76 or higher	MATH 161, 200, 208, 301, 311, 380 or math reasoning requirement met; however, your degree may require additional math courses

* <https://www.ewu.edu/cshe/programs/mathematics/mpt/cut-off-scores>

*MATH 107 requires only a 3 or 4 on the Smarter Balance test or a placement test.

ENGLISH:

Course Placement	Scores
AWP: ENGL 101+ 103*	SAT (Evidence-Based Reading and Writing Score: Below 480 ACT : 14 and below AP : N/A SBAC : 2 or below
ENGL 101	SAT : 481-640 ACT : 15-27 AP : N/A SBAC : 3 or above earns ENGL 101 placement
ENGL 201	SAT : 641 and above ACT : 28 and below AP : 3 or above earns ENGL 101 credit, and student places into ENGL 201 SBAC : NA
Writing Placement Test	No TOEFL score, IELTS score, SAT score, nor ACT score. Did not complete the ELI program; not a transfer student with an equivalent English Composition transfer course.

Notes:

- The SAT Evidence-Based Reading & Writing Score will now be used to place students instead of the SAT Critical Reading score.

- Placement of students into ENGL 112 and ENGL 101 w/TOEFL scores unchanged.

STUDENTS WITH DISABILITIES: IEP/504 IDEIA/ADA POLICY

Students with disabilities who have met the eligibility standards for EWU in the High School and have met any prerequisites for the course(s) and are wishing to enroll are encouraged to register. Each high school retains the responsibility for providing and coordinating any accommodations or services as described in the student's current IEP, 504 plan, or similar educational plan. However, the disability-rights laws that apply to colleges and universities (Americans with Disabilities Act or ADA) are significantly different from the special education laws (Individuals with Disabilities Educational Improvement Act or IDEIA) that apply to high schools, and all of the accommodation that students currently receive may not necessarily be appropriate or legally required for a college-level class. To avoid any potential barriers to a student's ability to earn full college credit for participation in EWU in the High School, the student is encouraged to contact the high school's special education service provider, case conference committee or similar entity about making the necessary modifications to a current educational plan before enrolling in an EWU in the High School course. To learn more about the differences between high school and college, take a moment to review the U.S. Department of Education's publication "Students with Disabilities Preparing for Postsecondary Education: Know Your Rights and Responsibilities at: <http://www2.ed.gov/about/offices/list/ocr/transition.html>

You can also contact the EWU Disability Support Services office Monday-Friday 8am-5pm.

- Tawanka Hall Rm 121
Cheney, WA 99004
- 509-359-6871 or Dss@ewu.edu
- <http://access.ewu.edu/disability-support-services>

HELPFUL RESOURCES FOR YOUR STUDENTS AND THEIR PARENTS

STUDENTS: Your students can find useful information on the website (<https://ewu.edu/highschool>). The student handbook is also available on the website. It is full of useful information.

PARENTS: Besides the rack cards that you should have received, we have created flyer in both English and Spanish ([Appendix A](#)) that explains the program briefly. Parents are also welcome to visit our website (<https://ewu.edu/highschool>) to find more information about EWU in the High School. There is also a Welcome Letter ([Appendix B](#)) you can post on your website or hand out to your registered students to take home. If you would like the PDF please email Jennifer J. Nuñez at jnunez@ewu.edu.

HOW DO STUDENTS SIGN UP?

- Talk to their high school counselor to make sure that EWUHS is right for them and offered on their high school campus.
- Complete the online orientation found on the program website <http://ewu.edu/highschool>
- Fill out the online application form online (see your high school teacher).
- Fill out a EWUHS registration form (see your high school teacher).
- Complete the Self-Pay Contract if needed.
- Go to class!

FERPA

Eastern Washington University follows federal guidelines (FERPA – Family Educational Rights and Privacy Act of 1974) concerning student privacy rights. Faculty will not discuss a student’s progress with anyone without the student’s written permission. Parents will not have access to student records without the student’s written permission. Parents should not contact EWU faculty on their student’s behalf. It is the student’s responsibility to ask questions.

PROGRAM COMPARISONS – WHICH PROGRAM(S) ARE RIGHT FOR YOUR STUDENTS?

Program	Benefits	Things to Consider
<p style="text-align: center;">Running Start on Campus*</p> <p>The Running Start program allows academically qualified 11th- and 12th-graders the opportunity to enroll in certain Washington colleges for college credit.</p> <p>Students are regular college students with the same rights and responsibilities. Students may participate in college clubs, music and drama activities, intramural sports and programs and may use campus services; however, Running Start students are not eligible to participate on college sports teams.</p>	<ul style="list-style-type: none"> • Tuition is free; students/parents can save up to two years in college tuition costs; • Earn up to two years of college credit; • Take a wide variety of classes that may not be offered at the high school; • Experiencing college classes while still in high school can help in making future educational plans; • Gives academically qualified students opportunity to take more challenging or advanced courses; • Highly motivated, mature students may thrive in the college environment; • A diverse college student population provides a rich learning environment; • Testing is not required to earn credit; and 	<ul style="list-style-type: none"> • Transportation arrangements, book purchases, and class fees are the responsibility of the student; • Scheduling of college classes may conflict with some high school classes/activities; • High schools provide a more of a social network and experiences geared toward teenagers; • Students who are academically ready may find the required independence and speed of college classes overwhelming; student’s maturity level should be considered; • Grades in college courses become a part of the student’s permanent high school and college records; • Academic calendars are different, including holidays, finals, and vacations; and

	<ul style="list-style-type: none"> • Credits transferable to Washington State universities and community colleges, as well as to most other universities. 	<ul style="list-style-type: none"> • May be exposure to alternative view points and material of an adult nature in college classes.
<p>Running Start Online*</p> <p>Same as Running Start On-Campus, but you attend classes online either at your high school or home or anywhere you can connect to the internet.</p> <p>Must be a self-starter and self-motivated. Much more difficult than a traditional class.</p>	<ul style="list-style-type: none"> • Tuition is free; • Take classes that may not be offered at the high school; • Students have opportunity to gain confidence as they experience college-level curriculum; • Gives academically qualified students opportunity to take more challenging or advanced courses; • Testing is not required to earn credit. • Credits transferable to Washington State universities and community colleges, as well as to most other universities. 	<ul style="list-style-type: none"> • Book purchases and class fees are the responsibility of the student; • Grades in college courses become a part of the student's permanent high school and college records; • Students who are academically ready may find the required independence and pace of online classes overwhelming; student's maturity and motivation levels should be considered; and • Grades in college courses become a part of the student's permanent high school and college records.
<p>EWU in the High School**</p> <p>Concurrent Enrollment allows high school juniors/seniors to take college courses at their local high school for educational enrichment and college credit.</p>	<ul style="list-style-type: none"> • Low to no cost tuition**; • Potential to graduate high school with numerous college credits; • Experience college-level curriculum within the comfort and familiarity of the high school classroom; • Classes taught by qualified teachers approved by EWU faculty in their field; • Gain confidence and earn college credit while completing high school graduation requirements; and • Testing is not required to earn credit. 	<ul style="list-style-type: none"> • You can take as many classes as possible; however, if your high school received funding through an iGrant it will only cover up to 10 credits. • Purchased textbooks may be required; and • Grades in college courses become a part of the student's permanent high school and college records.
<p>Advanced Placement (AP)</p> <p>Students take rigorous college-like courses while still in high school.</p>	<ul style="list-style-type: none"> • Rigorous courses introduce students to college-level academics; • Students may earn college credit and/or advanced placement into upper-level college courses by taking AP exams; and • Many institutions recognize AP courses when making admissions decisions. 	<ul style="list-style-type: none"> • Students pay for end-of-course exams; • College treatment of AP credit varies widely by school; increasingly, students don't receive college credit for high scores on AP exams; and • There are no mandatory requirements for AP teachers, so the quality of an AP course can vary greatly.

*The state allows students to enroll in up to 1.0 FTE tuition free. Counselors and advisors will help make sure students remain in this “free zone” each quarter. However, it is important that students communicate with both their high school counselor and EWU advisor regarding the number of Running Start classes in which they are enrolled.

** The cost of EWU in the High School courses is \$65.00 per credit. If your high school qualified for iGrant funding for College in the High School, the state will fund up to 10 credits per year for juniors and seniors enrolled in an eligible high school. See your counselor or principal to see if your school qualifies for funding.

UNDERSTAND THE DIFFERENCE BETWEEN HIGH SCHOOL AND COLLEGE

High School

Goals

- a) Earn good grades.
- b) Prepare for graduation and college.

Resources

- a) High school instructor has gone to school to learn how to teach.
- b) Students have access to a high school library, counselors, parents and teachers.

Approach

- a) Prepare for year-long assessments.
- b) Students often spend more time in the classroom and may be successful with less study time outside of class. Grades are earned through attendance, in-class projects, homework and some test scores.

College

Goals

- a) Prepare for a job in a given field.
- b) Learn to become a professional

Resources

- a) College instructor/professor has gone to school to become a professional in a particular field of study.
- b) Students have access to hundreds of on-campus resources tailored to specific areas of study and demographics, such as first generation, Latino, and students with disabilities.

Approach

- a) Study for lifelong knowledge and skills.
- b) Two to three hours of out-of-class study time is recommended for every one hour spent in class to be successful.
- c) Course grades are often more heavily weighted on exams. Extra credit and makeup work may not be accepted.

COURSE OFFERING INFORMATION AND TUITION AND FEES POLICY

COURSES

Eastern Washington University can offer any course available in our official course catalog as long as there is an agreement between the academic department, faculty coordinators, and high school partners as well as the availability of qualified and approved high school faculty willing to offer the course as well as students meeting any course prerequisites. The current course catalog can be found: <https://catalog.ewu.edu/>

Our current courses offered to high school partners is located at <https://ewu.edu/highschool>

TUITION

Free to students depending on high school funding for College in the High School. Eastern Washington University bills participating school districts out of the state allocated iGrant for \$65.00 per credit. If a student is self-paying for a course, students are billed directly for \$65.00 per credit.

The same course at EWU would cost on average \$1,500.00 (tuition, textbooks, fees) or approximately \$300 per credit.

*If your high school qualifies for state funding.

FEES

Eastern Washington University covers all fees for participating students including initial placement tests* for mathematics and English, enrollment fees, technology fees, course fees, and other fees assessed by the university.

*Students are responsible for the fees for any retakes of placement exams. Mathematics is \$31.00 and English is \$12.00.

HOW STUDENTS PAY THEIR BILL

EWU in the High School courses cost \$65 per credit*. If students owe tuition for their course, please follow the directions below:

- Step 1: Go to <https://inside.ewu.edu/>
- Step 2: Choose "Make A Payment" link
- Step 3: Log in to EagleNet
- Step 4: Follow the prompts
- Step 5: Set up a Parent PINs if needed

Payments can also be made by check (to Eastern Washington University) via US mail:

Eastern Washington University
Student Financial Services
202 Sutton Hall
Cheney, WA 99004

Students must be sure to include their EagleNET ID number with their payment.

In person by check or cash at Student Financial Services in Sutton Hall 2nd floor. Students must be sure to include their EagleNET ID number with their payment.

If you have any questions, please contact Student Financial Services at 509.359.6372.

COURSE CANCELLATION

EWU

As stated in the EWU in the High School MOU:

“The terms of this MOU are contingent on minimum required enrollment levels for each course offered by EWU in the high school. EWU reserves the right to cancel any course due to insufficient enrollment. If a course is canceled due to insufficient enrollment, EWU will refund any tuition received from the students it may have received for that particular section/course. EWU will not be responsible for any other costs, damages, or claims whatsoever arising from its cancellation of this MOU, including, but not limited to, payments to the School District under section F(15).”

Currently, the only three departments with course minimums (across all periods of a single course at a particular high school) are:

- Mathematics: 3 students
- Modern languages: 8 (within driving distance) or 20 (outside of driving distance)
- Biology: prefers at least 12, less than 12 it is up to the department

If a department decides to suspend or withdraw their courses from the EWU in the High School course offerings, they must give notice to the EWU in the High School director as soon as a decision has been made, preferably before January for the following year. A courtesy call will be made to the college dean and department chair notifying them of the suspension or cancellation.

If a department wants to end their suspension of a course or reinstate a course, they will need to notify the director of EWU in the High School.

HIGH SCHOOL

If a high school chooses or needs to cancel a class for any reason, the EWU in the High School office must be notified as soon as possible in writing (email is fine). Faculty coordinators and mentors' workloads are based on the number of high school instructors they have been assigned. Cancelled courses can cause faculty workloads to be shifted and it does inflict problems for the academic department. EWUHS understands that cancellations can occur and will work with the high school. The EWUHS office will notify academic departments, records and registration, and faculty coordinators of any cancellations.

EXTENDED ABSENCE POLICY

When an instructor needs to be absent for an extended period of time during an EWU in the High School course and a long-term substitute has been assigned to cover that instructor's course, the substitute will need to be vetted by the academic department following the same procedures as the original instructor. EWU and the academic departments reserve the right to cancel any course where there is not an appropriate substitute instructor.

In the case of a canceled course, the students will be unregistered and will not receive any markings on their EWU transcript. It will be as if the course did not exist. Summarily, neither the school district or the individual student will be billed for that course. In the case of refunds, they will be handled on a case by case basis.

Please notify the EWU in the High School office immediately if a long-term substitute is needed for an instructor teaching an EWU in the High School course during the intended term of registration.

HIGH SCHOOL INSTRUCTOR AND EASTERN WASHINGTON UNIVERSITY FACULTY COORDINATOR DUTIES AND RESPONSIBILITIES

HIGH SCHOOL INSTRUCTORS

- Attend EWU in the High School Orientation (mandatory).
- Attend discipline specific orientations and annual professional development as required by the academic department (mandatory).
- Work with the EWU in the High School office to schedule and assist with any placement testing established by EWU departments.
- Work with an assigned faculty coordinator/mentor to create an appropriate syllabus for the EWU course.
- Ensure that the course taught through the EWU in the High School program meets the content and rigor requirements of the same course taught in an on-campus environment as well as assessment criteria.

- Align syllabus with the EWU department standards. The EWU HS [Syllabus Template](#) must be used or your syllabus must contain all the same information.
- Assist students with registration in conjunction with the EWU in the High School office.
- Monitor class rosters and notify the EWU in the High School office of any changes in enrollment immediately.
- Advise students in the high school about course expectations and help students make informed decisions about participation in concurrent enrollment programs.
- Participate in the on-site evaluation process with the faculty coordinator/mentor.
- Work with the faculty coordinator/mentor to provide the required assessment to the university/departments. Completed examples will be required.
- Assess all student work as required to create and enter appropriate university grades into the university system by deadlines.
- Have students complete end-of-term course evaluations.
- Perform all administrative responsibilities in a manner and timeframe consistent with EWU policies and procedures.

FACULTY COORDINATORS

- 1) Work with the EWU in the High School office and high school instructors to schedule and assist with any placement or other testing requirements established by EWU departments
- 2) Work with assigned high school instructor to create an appropriate syllabus for the course
- 3) Ensure that the course taught through the EWU in the High School programs meet the content and rigor requirements of the same course taught in an on-campus environment as well as assessment criteria
- 4) Conduct at least one site visit per course offering during the year
- 5) Complete the on-site evaluation process with the high school instructor ([Appendix C](#))
- 6) Work with the high school instructor to provide the required assessment

EWU IN THE HIGH SCHOOL INSTRUCTOR ORIENTATION & PROFESSIONAL DEVELOPMENT

Eastern Washington University EWU in the High School Instructors meet NACEP professional development through an annual professional development day, new instructor orientation program and discipline-specific training, scheduled site visits, and regular interaction with appropriate EWU faculty coordinators. Any missed trainings must be made up in a form and fashion determined by the EWU in the High School office and/or individual departments. Arrangements must be made prior to any training event. Contact the EWU in the High School office and departments as soon as possible.

Department & Program New Instructor Orientation	
Department/Discipline and Program New Instructor Orientation is required for all new instructors prior to the start of the course. Failure to attend the New Instructor Orientation for the program and the department will result in course cancellation until the Orientation requirement is met.	Annual Department Professional Development Department/Discipline professional development is required annually . Usually held the same day as the program professional development in June, but may vary by department. Non-attendance could mean program suspension of course cancellation.

ANNUAL PROFESSIONAL DEVELOPMENT DAY AND NEW INSTRUCTOR ORIENTATION

EWU in the High School organizes and conducts annual training for all high school instructors and administrators. The purpose of this event is to provide training for new EWU in the High School instructors, provide a forum to discuss all pertinent issues regarding the program, and give high school instructors and administrators the opportunity to interact with EWU in the High School office staff, their faculty coordinator, and other university staff and faculty as well as other high school instructors and administrators.

During the annual training event, EWU academic departments are responsible for producing a program agenda, along with a list of EWU in the High School instructors in attendance, submitting these documents to the EWU in the High School office, and conducting afternoon training with the assigned high school instructor.

All high school instructors are issued EagleNET numbers and NetIds at this event. The issuance of the EagleNET numbers and NetIds gives high school instructors full access to all EWU resources

that are available to on-campus instructors and allows them to input grades into the university grading system as well as set up CANVAS virtual learning spaces for their classes.

ATTENDANCE by EWU in the High School instructors is required every other year to remain an approved instructor in the EWU in the High School program. Instructors are encouraged to attend each year. All instructors are provided with clock hours from Eastern Washington University EWU in the High School in return for their attendance at the annual program training. For those instructors who cannot attend the annual training in person they are provided an online training using the campus CANVAS system. Attendance is tracked using Access database beginning in 2016. Agenda is available in Appendix E.

ANNUAL DISCIPLINE SPECIFIC PROFESSIONAL DEVELOPMENT

The EWU academic departments and faculty coordinators are responsible for offering professional development during the academic year. This training is required annually for all instructors. The content and organization of discipline-specific professional development programs and trainings is determined by the academic departments and faculty coordinators. EWU academic departments are responsible for producing a program agenda, along with a list of EWU in the High School instructors in attendance, submitting these documents to the EWU in the High School office. Departments may schedule multiple or alternative trainings as needed.

The Departmental Faculty Coordinator will also make a point of sharing University and Departmental professional development opportunities with the EWU in the High School Instructor. Each department and faculty coordinator uses their own best practices in sharing information with high school teachers. ATTENDANCE is required and is tracked by individual departments.

NEW INSTRUCTOR ORIENTATION

PROGRAM ORIENTATION

At the annual High School Instructor and Administrator Professional Development Day, new instructors attend the New Instructor Training. At this training session, all new instructors receive program specific training including: instructor responsibilities, registration processes, important dates, grading procedures and policies, campus visit process, campus resources available to them and their students, who to contact, and stress the importance of consistent communication. ATTENDANCE is required.

DEPARTMENT ORIENTATION

Each department is required to provide discipline specific training for their new instructors. Each department has their own pedagogy and schedule for providing this training. Most often the training takes place in the afternoon after the High School Instructor and Administrator Professional Development Day has concluded. Some departments handle this one-on-one or in

small groups based on high school location. This training covers content and curriculum, assessment specifics, and other topics deemed important by the academic department. ATTENDANCE is required and is tracked by individual departments.

FACULTY COORDINATOR SCHEDULED SITE VISITS

In order to ensure the EWU in the High School Courses are of the same rigor as those of the on-campus section of the same courses, each EWU Academic Department shall appoint at least one faculty member from its Department to serve as a Faculty Coordinator.

The Faculty Coordinator shall make regular site visits (minimum of 1 visit per course) to EWU in the High School classrooms and Instructors. The purpose of the site visit is deemed to give the Faculty Coordinator the opportunity to meet with the EWU in the High School Instructor and discuss all pertinent issues relating to the course. Additionally, the site visit gives the Faculty Coordinator the opportunity to observe course delivery methods and student discourse and rapport.

When making a site visit, it shall be the obligation of the Faculty Coordinator to complete a Site Visit Report (Appendix E).

- The Faculty Coordinator must provide a copy of the Site Visit Report to the EWU in the High School Instructor, EWU in the High School office, and other departmental individuals required of academic departments within 1 week of visit.
- The EWU in the High School office will forward the Site Visit Report to the principal of each partnering high school.
- When necessary, the Faculty Coordinator shall share any available Professional Development deemed appropriate for the Instructor as well as any suggestions for improvement of the course.
- Whenever appropriate, the site visit can be supplemented by CANVAS, Skype, email, webcam interaction, or other modalities with the EWU in the High School Instructor.
- The Faculty Coordinator should keep a record of all contact with the high school Instructor by any method.

FACULTY COORDINATOR AND HIGH SCHOOL INTERACTIONS

Throughout the academic year, the EWU faculty coordinators and the assigned high school instructors maintain regular and recurring communications with each other. Faculty coordinators maintain a log of these interactions and provide those logs to the EWU in the High School office at the end of each academic year.

NONCOMPLIANCE BY HIGH SCHOOL PARTNER, HIGH SCHOOL INSTRUCTOR, AND/OR FACULTY COORDINATOR POLICY

At any time, if there is reason to believe that the Instructor or Partnering High School is not complying with the course expectations as detailed in this handbook or other communicated expectation by the EWU in the High School office or authorized University representatives, efforts should be made to help instructors or partners to resolve any noncompliance issue. The following steps shall be followed to resolve a noncompliance issue:

HIGH SCHOOL INSTRUCTOR ACADEMIC

1. Faculty coordinators submit corrective action advisements in the Site Visit Report to the instructor, principal and EWU in the High School director.
2. Failure of the high school instructor to comply with the communicated plan by the next site visit or show improvement may result in the termination of instructor partnership with Eastern Washington University.
3. If it is deemed that a high school instructor partnership must be terminated, a list and copies of all written communication between the faculty coordinator, high school instructor, and/or other EWU or high school representatives must be submitted to the EWU in the High School director. All documentation including: site visit forms, student grades, student course evaluations, and a letter from the department to the instructor and principal must be delivered to the EWU in the High School director.
4. The EWU in the High School director then contacts appropriate high school and district representatives and executes the termination of partnership with the instructor.

HIGH SCHOOL NEW INSTRUCTOR ORIENTATION

- Participation in New Instructor Orientation is required prior to the start of the EWU HS course.
- The EWU in the High School director tracks New Instructor Orientation in coordination with the EWU academic departments.
- If an instructor has not attend or completed the New Instructor Orientation before the start of his or her course, every effort is made to help the instructor complete their orientation in coordination with the academic department(s) before the course begins.
- If after all attempts have failed to have the instructor complete orientation, then the director mails a noncompliance letter to the instructor, principal, and EWU faculty coordinator (attached).
- If the orientation is not met, the instructor's course(s) are suspended until the orientation requirement is met. The high school principal and EWU faculty are notified of the suspension.

HIGH SCHOOL INSTRUCTOR RESPONSIBILITIES

- Participation in professional development is required. The EWU in the High School director tracks professional development in coordination with the EWU academic departments.
- If an instructor has not attend professional development during the academic year, every effort is made to help the instructor make up their professional development.
- If after all attempts have failed to meet the professional development obligation, then the director mails a noncompliance letter and form to the instructor, principal, and EWU faculty coordinator ([Appendix L](#)).
- The instructor must return the “Professional Development Plan” to the director explaining how they will become compliant by the due date.
- If the professional development requirement is not met, the instructor’s courses are suspended until the professional development requirement is met and the high school principal and EWU faculty will be notified of the suspension.

SCHOOL DISTRICT

- Follow the Memorandum of Understanding procedures.

FACULTY COORDINATOR

- Eastern Washington University Faculty Coordinator noncompliance issues are handled in strict accordance with the current UFE collective bargaining agreement and individual department policy. If it is brought to the attention of the EWU in the High School director that there is a problem with a faculty coordinator or mentor, the director will contact the department chair or college dean to alert them to the issue. If the issue is not resolved, the department chair or dean can remove a faculty coordinator or mentor and assign a new faculty member. All efforts to correct an issue should be made before removal of a coordinator or mentor.

STUDENT REGISTRATION

- 1) Students attending high schools offering EWU in the High School courses with Eastern Washington University are placed in concurrent enrollment courses by their high school counselors/teachers.
- 2) Participating teachers or high school designee follow the registration process ([Appendix D](#))
- 3) The forms are returned to the EWU in the High School office and then forwarded to Records and Registration (University Registrar).
- 4) Participating teachers are responsible for keeping accurate course rosters and notify the EWU in the High School office immediately if there is a student add ([Appendix D](#)) or student drop ([Appendix D](#)). The EWU in the High School office then notifies the registrar and other pertinent university officers.
- 5) At the end of the term, EWU bills the participating school districts for students who completed the course following OSPI guidelines. If students are self-paying for the course, payment deadlines follow university dates and deadlines.

ADDING STUDENT(S) TO A COURSE

Students wishing to register for a course after you have submitted your course registration forms can be added by submitting an additional Course Registration Form.

NOTE: Students may be added up to the final drop date if 1) they have fully participated in the course and were unable to register on time, or 2) they have fully participated in the course, but received placement test results late.

Students may NOT participate in the course and then register at the conclusion of the course.

WITHDRAWAL PROCEDURES

Students wishing to withdraw from a course must inform their teacher and counselor who will then complete the Course Drop Form ([Appendix D](#)) and email the form to the EWU in the High School office. Once notice is received by email to the EWU in the High School office from a high school representative, the email is saved and the EWU in the High School office files completed Course Drop Form and it is delivered to the Registrar's office.

We follow the published university dates for fall, winter (trimester) and spring quarters for payment and dropping/adding courses.

Students are held to the same withdrawal and payment [deadlines](#) as Eastern Washington University on-campus students.

Withdrawals follow the [university calendar](#) for all quarters.

ASSESSMENT POLICY AND PRACTICES

1. In order to ensure rigor of all on-campus and off-campus University course offerings, the following policies are to be followed:
 - a) EWU in the High School Students are to be held to the same standards of achievement as those of on-campus students.
 - b) EWU in the High School and their University Faculty Coordinators shall work together to ensure that the assessments used in the EWU in the High School courses are to be congruent with the on-campus assessments for the same course. The University recognizes the academic discretion that any particular instructors may have in weighting certain assessment pieces in their courses. Notwithstanding this discretion, the EWU in the High School Instructor and University Faculty Coordinator will work together to ensure that a comparable assessment structure is in place in EWU in the High School courses. Any issues that are deemed irresolvable by the EWU in the High School Instructor and the Coordinator shall be referred to the Chair of the corresponding Department for resolution.
 - c) All EWU in the High School students shall receive a syllabus from their instructor. This syllabus will have been reviewed by the Faculty Coordinator prior to the commencement of the course. Meeting department standards for syllabi and may include university policies and standards of achievement.
 - d) If at any time the expected standards of achievement are revised by the University, the Faculty Coordinator will inform the appropriate EWU in the High School instructors, who are to edit their syllabi to reflect revision.
 - e) Should the EWU in the High School wish to change the language of the EWU in the High School course syllabus, the EWU in the High School instructor shall submit the revised syllabus to the Faculty Coordinator for departmental review and approval.
2. In order to further ensure rigor of the on-campus and off-campus University course offerings, the EWU in the High School Instructor and Faculty Coordinator will work together to assure that grading standards for the courses are congruent with those of on-campus grading standards. In furtherance of this goal:
 - a) The EWU in the High School Instructor and the University Faculty Coordinator will work together on a regular basis to ensure assessment congruence. The corresponding University Department will review the assessment comparison data as necessary and recommend any changes in assessment practice to the EWU in the High School Instructor and Faculty Coordinator.

- b) The Faculty Coordinator will share with the EWU in the High School Instructor information on departmental grading of assessments including: rubrics, policies on late assignments, grading curves, and extra credit policies.

EASTERN WASHINGTON UNIVERSITY GRADING POLICY

Eastern Washington University recognizes that different partnering high schools may have different grading scales; however, the grade that a EWU in the High School/College in the High School student receives on his/her Eastern Washington University grade submission and transcript is to follow Eastern Washington University Grading Policy.

Grades at Eastern are reported in letter grade format only beginning fall 2018.

Letter Grade (letter grades as of fall 2018)

A	4.0
A-	≥3.7
B+	≥3.3
B	≥3.0
B-	≥2.7
C+	≥2.3
C	≥2.0
C-	≥1.7
D+	≥1.3
D	≥1.0
D-	≥0.7
F	0.0

Note on EWU Undergraduate Cumulative GPA:

The grades earned through the EWU in the High School Program are considered Eastern Washington University grades, and will become part of the student's undergraduate GPA if the student enrolls at Eastern Washington University as a full-time student or transfer their Eastern Washington University grades to another institution of higher education.

INSTRUCTOR GRADING INFORMATION

During the academic year, grades must be submitted by dates set by the EWU in the High School office and EWU Records and Registration office. You will be advised on specific deadlines.

- You will enter grades using EWU EagleNet. See the link for directions on how to input [grades](#).
- Or watch a video tutorial found here: <https://youtu.be/e2rGnGnHc1o?list=PLfSi6AKXLbdVvNSqY2hzc24iJQQPNIRao> (will be updated by August 31)

COURSE EVALUATIONS & PROGRAM SURVEYS

END OF COURSE EVALUATIONS

- 1) EWU in the High School instructors will cooperate in end of course assessments to be completed by EWU in the High School students.
- 2) The EWU in the High School office will arrange for completion of End of Course Evaluations consistent with the evaluation of the on campus/online course ([Appendix E](#)).
- 3) End of Course Evaluations will be completed using Survey Monkey and results will be disseminated per academic department request.

PROGRAM EVALUATION SURVEYS

- 4) EWU in the High School partners will participate in regular program evaluation surveys as prepared by the University. These surveys will be directed appropriately to EWU in the High School Instructors, Principals, and Guidance Counselors every three years. Standard NACEP forms will be used where appropriate ([Appendix E](#)).
- 5) To the extent possible, EWU in the High School will attempt to gather program evaluation surveys from students who have participated in the EWU in the High School program at one year out annually and four years out every three years using standard NACEP forms where appropriate. Copies of the student surveys can be found in the Student Handbook on the [EWU HS website](#).
- 6) The EWU in the High School office will be in charge of coding and dissemination of follow-up EWU in the High School program participant responses.

WHAT YOU CAN DO TO BE SUCCESSFUL

TURN IN PAPERWORK IN A TIMELY MANOR

- Get students' placement tests completed...earlier is better
- Complete the registration process on time
- Scan/email Course Registration Forms & Rosters to the EWU HS office
- Submit Adds or Drops as soon as they occur using the correct form
- Check EagleNet regularly to see if all is correct
- Have students complete course evaluations. You and your students will be emailed a link for students to take the evaluation online.
- Input grades before the deadline

WORK WITH THE EWU IN THE HIGH SCHOOL OFFICE

- Call and email if you have questions or concerns
- Attend the annual Professional Development Day in June
- Complete the Instructor Impact Survey. You will be sent a link to take the survey at the end of the academic year.

WORK WITH YOUR FACULTY COORDINATOR

- Schedule site visits
- Align syllabus and assessments to EWU standards
- Frequent contact with coordinator
- Ask questions

STUDENT RESPONSIBILITY

EWU in the High School students are considered college students at EWU. Students will be expected to meet classroom deadlines, come to class prepared, behave appropriately, and have the same level of classroom participation as any other college student.

Students are held to the same policies and procedures as Eastern Washington University on campus students. Student policies are available at: <https://access.ewu.edu/faculty-organization/academic-policies>

COURSE EVALUATIONS AND PROGRAM SURVEYS

Students will receive a link from the Director of EWU in the High School to complete their course evaluations. We use Survey Monkey to handle course evaluations. It is important that students

complete these evaluations to help you and the University improve. Their responses will be anonymous. We use the same course evaluations in our on-campus and online courses.

Program surveys are another opportunity to help us improve our program. Students will receive two different surveys from the Director of EWU in the High School. The Director will send a link to a Survey Monkey survey. They will receive a one 1 year out from high school graduation and one 4 years after graduation. Copies of the surveys can be found in the [Student Handbook](#) on our website (will be updated by August 31).

CAMPUS RESOURCES & SUPPORT SERVICES

EWU UNIVERSITY BOOKSTORE

<https://eaglestore.ewu.edu/home>

116 Pence Union Building (PUB) | 509-359-2542

DISABILITY SUPPORT SERVICES

<https://inside.ewu.edu/dss/>

121 Tawanka Hall | 509-359-6871

RECORDS AND REGISTRATION

<https://inside.ewu.edu/records-and-registration/>

201 Sutton Hall | 509-359-2321

Pay applicable lab fees, EWU transcripts, grade changes, Name/Address changes/FERPA

MATH TUTORING

<https://www.ewu.edu/cstem/mathematics/tutoring/>

216 Kingston Hall | 509-359-2876

The Tutoring Lab is staffed by Tutors who are undergraduate majors & graduate students with high academic standards in mathematics courses. Also, tutors in the lab may be a future teacher or student who enjoys mathematics and assisting students in learning mathematics.

WRITERS' CENTER

<https://inside.ewu.edu/writerscenter/>

JFK Library Learning Commons | 509-359-2779

The Writers' Center offers a collaborative experience that strengthens EWU writers of any ability, from any discipline, and at any stage of the writing process.

ETUTORING

<https://inside.ewu.edu/plus/etutoring/>

EWU's eTutoring offers both synchronous and asynchronous tutoring, so it is available 7 days a week, 24 hours a day to help all students at EWU achieve academic success.

CAREER SERVICES

<https://inside.ewu.edu/careercenter/>

EWU's Career Services center will help you with creating resumes, improving interview skills and finding a job or an internship opportunity.

ADDITIONAL RESOURCES:

- [Library](#)- on campus and online services
- [Tutoring](#)- peer to peer assistance via skype, email, online or in person
- [Math Lab](#)
- [Writer's Center](#) – online availability
- [Campus Visits](#) – students and families
- [Use of university facilities](#)

CAMPUS VISITS

You can schedule a campus visit through our office. We will plan your entire visit based on your [Campus Visit Form](#) found on our website. There, you will also see our Campus Visits Calendar for available dates. If you have special requests, we will do our best to accommodate your needs.

POLICIES

- [Campus Visit Form](#) required – and due at least 3 weeks prior to preferred tour date
- 48-hour cancellation notice required
- Visits are capped at 30 students, due to available resources
- We only book one tour per week so reserve your spot early
- Transportation is NOT provided by the University; this should be handled through your district
- Meals are paid by students or by district PO (preferred)

PROCEDURES

- Complete the [Campus Visit Form](#)
- Pick your 3 preferred dates and times from our website calendar; then also specify your arrival & departure times
- Decide on your tour activities and dining options
 - Consider the length of your visit and please be reasonable about your activity requests
- Create a roster of expected attendees
- Email the completed form and roster to cihs@ewu.edu and jnunez@ewu.edu
 - Once we receive your Campus Visit Form, we will email and/or call to confirm your dates and activities
 - One week prior to our tour date, we will email an agenda and confirmation request
 - If any changes need to be made, please call 509-359-6187 and/or email cihs@ewu.edu immediately to let us know
 - Come and enjoy your visit!

CANVAS

INSTRUCTOR USE

SETTING UP YOUR ACCOUNT:

- First, go to [EagleNet](#) and log in using your EWU ID# and your pin. Your initial pin will be your birthday (mmddyy) if you changed your pin and can't remember it you will need to go through the "Forgot my PIN" pathway.
- In EagleNet, choose "Personal Information" verify that you have the correct high school email address. If not, please update. This will be the email that will be tied to your CANVAS account.

ACCESSING CANVAS: You will need to know your NetID & Password. To set up your SSO password you will first go to <https://accounts.ewu.edu/pwm/private/login>. Select faculty, but if that doesn't work go ahead and choose alumni. Follow the prompts.

To log into CANVAS go to <https://canvas.ewu.edu>.

TRAINING MODULES: You can access training modules to help you set up your course, change the start and end dates of your course, and other Canvas related topics. <https://canvas.ewu.edu/courses/805988>.

CONTENT: You are responsible for creating your course content. You may use all of the tools available to you. Your faculty coordinator/mentor may have CANVAS course material already available. For more information regarding your course content contact your faculty coordinator.

CHANGING COURSE DATES: You will need to customize your course dates before the end of the defaulted course dates. A visual description is in your Instructor Manual and [Appendix F](#). To adjust your course dates:

- 1) log into your course
- 2) choose settings
- 3) course details
- 4) adjust your dates
- 5) update or save

PROBLEMS: If you are having logging in problems, please contact the Help Desk at 509-359-2247. If they cannot help you, please contact Jennifer Nuñez at 509-359-6187 to make sure we have you set up correctly in the system. If you need help with CANVAS itself, you can contact EWU CANVAS Support: InstructionalTech@ewu.edu. Give them as much information as you can when you email.

STUDENT USE

Students will log into CANVAS the same as the instructor. They will need to follow the same steps as above:

SETTING UP YOUR ACCOUNT:

- First, go to [EagleNet](#) and log in by selecting “Pin Access” and using your EWU ID# and your pin. Your initial pin will be your birthday (mmddyy) if you changed your pin and can’t remember it, you will need to go through the “Forgot my PIN” pathway.
- In EagleNet, choose “Personal Information” verify that you have the correct high school email address. If not, please update. This will be the email that will be tied to your CANVAS account.

ACCESSING CANVAS: You will need to know your NetID & Password. To set up your SSO password you will first go to <https://accounts.ewu.edu/pwm/private/login>. Select Activate Account and follow the prompts.

To log into CANVAS go to <https://canvas.ewu.edu>.

TRAINING MODULES: You can access training modules to help you set up your course, change the start and end dates of your course, and other Canvas related topics.
<https://canvas.ewu.edu/courses/953165>

TRANSFER OF COLLEGE CREDIT OBTAINED AT EASTERN WASHINGTON UNIVERSITY

Eastern Washington University's [transfer guide](#) is a planning tool that helps you discover how your credits transfer to EWU.

- The transfer guide has info for 84,000 courses from 6,300 institutions.
- The transfer guide only includes courses that have previously transferred to EWU. Your courses might not be listed because no one has transferred them to EWU before.
- Not all courses are transferable.
- Eastern only accepts transfer credits from regionally accredited colleges and universities.

If you're wondering about a course that might count toward requirements for your major but you can't find that particular course in the transfer guide, you should contact the department and ask about their transfer and equivalency policies.

EWU in the High School Credits: Credits earned under EWU in the High School in the state of Washington are treated like any other transfer credits.

Freshman students with fewer than 40 transferable credits, including credits earned through "college in the high school" programs, must meet freshman admission criteria. "College in the high school" courses will be accepted as transfer credit if they are from a regionally-accredited college or university, and are consistent with our general transfer credit policy.

Students and parents are advised to contact private and out-of-state colleges/universities of choice regarding transferability of credits.

ORDERING TRANSCRIPTS

To order transcripts you can order them through your EagleNet account or by going to the [university transcript page](#).

IMPACT ON FINANCIAL AID AND SCHOLARSHIPS

Students' participation in EWU in the High School and other concurrent enrollment programs does not affect a student's financial aid or scholarship eligibility as long as they apply to colleges as a freshman and not a transfer students and check "never attended" on a the FASFA application.

See [Appendix G](#) for a graphic outlining the impact on financial aid.

EASTERN WASHINGTON UNIVERSITY STUDENT RECORDS POLICY

EWU in the High School students are considered Eastern Washington University students and are entitled to all rights and responsibilities as matriculated students. More on [academic records](#) including:

- Your EWU Student Identification Number
- How to declare your major
- SOAR Degree Audit
- How the EWU grading system works
- How to get an enrollment verification
- How to order your EWU transcript
- How to change your name and/or address
- Your rights under FERPA

Since EWU in the High School students are typically under the age of 18, students can choose to waive their FERPA rights in regards to their EWU in the High School courses.

EASTERN WASHINGTON UNIVERSITY ACADEMIC POLICY

EWU in the High School students are held to the same [academic policies](#) as students attending Eastern Washington University.

EWU expects the highest standards of [academic integrity](#) of its students. Academic honesty is the foundation of a fair and supportive learning environment for all students. Personal responsibility for academic performance is essential for equitable assessment of student accomplishments. The university supports the faculty in setting and maintaining standards of academic integrity. Charges of violations of academic integrity are reviewed through a process that allows for student learning and impartial review.



{ EWU in the High School }

Let our University Come to You!

What is EWU in the High School (EWU H.S.)?
This program, also known as Concurrent Enrollment, enables high school sophomores, juniors, and seniors to take college courses in their high school classroom.

Cost & Billing Information:

- Courses are \$65* per credit and should be paid to EWU (one 5 credit course at EWU regularly costs over \$1,700).
- EWU in the High School pays for all testing and course fees.

What are the Benefits of EWU H.S.?

- Testing is not required to earn credit.
- Firsthand experience with college curriculum.
- Credits are transferrable to Washington state universities and community colleges, as well as to most other universities.
- Stay on your high school campus while completing college credits.
- Classes are taught by qualified teachers approved by EWU academic departments
- **Register with your high school teacher!**

“By helping students realize that they are capable of managing higher-level coursework, we instill confidence and help inspire them to continue their pursuit of a higher education.”

**-Mr. Joe Pauley,
Central Valley High School**

*Grant money may be available to your high school to help cover the cost.



Get Started on Your IncREDible Journey!
EWU in the High School
Highschool.ewu.edu
Or call 509.359.6187



{ EWU en la Escuela Secundaria }

¡Deja que nuestra universidad se acerque a ti!

¿Qué es EWU en la Escuela Secundaria?

Este programa, también conocido como Doble/ Inscripción ("Concurrent Enrollment"), permite a los estudiantes de escuela secundaria de 10^o, 11^o y 12^o grados tomar cursos de nivel universitario en su escuela secundaria.

¿Información del costo de los cursos de EWU in the High School?

- Los cursos cuestan \$65* dólares por crédito y deben pagarse a EWU (un curso de 5 créditos en EWU cuesta regularmente más de \$1,700 dólares).
- EWU in the High School cubre todos los gastos de exámenes y del

¿Cuáles son los beneficios de EWU in the High School?

- No se requiere tomar y aprobar un examen para obtener los créditos.
- Experimentar de primera mano programas universitarios.
- Los créditos se pueden transferir a universidades del estado de Washington y colegios comunitarios ("community colleges"), así como a la mayoría de las universidades.
- Permanecer en la escuela secundaria mientras se obtienen créditos universitarios.
- Las clases son enseñadas por maestros competentes aprobados por los profesores de EWU en su área de estudio.
- **Inscríbete con tu maestro de escuela secundaria ("high school").**

"Al ayudar a los estudiantes a darse cuenta de que son capaces de tomar cursos de niveles avanzados, los ayudamos a que tengan confianza en sí mismos y los inspiramos a que continúen sus estudios universitarios."

**-Mr. Joe Pauley,
Central Valley High School**

*Puede haber becas disponibles en la escuela que cubran del costo



Get Started on Your IncREDible Journey!
EWU in the High School
[Highschool.ewu.edu](https://highschool.ewu.edu)

PARENT WELCOME LETTER



Welcome to EWU in the High School. Your Student has chosen to register for an EWU in the High School course. This course will be transcribed through Eastern Washington University and transferrable to colleges and universities across Washington State and most colleges and universities in the United States.

EWU in the High School allows sophomores, juniors, and seniors in high school to be enrolled in college-level courses and earn college credit, all within the familiarity of their high school classroom.

Moving from a high school curriculum to a four-year university curriculum is a transition that takes some adjustment. Students must be academically prepared and motivated to successfully participate in classes that are faster paced and more intense than their high school courses. A student's time in the program can be very rewarding.

Next Steps:

- Your student will receive an email containing their Verification Code and NetID at the email they provided at the time of enrollment.
- Your student should complete all steps outlined in that email
- Your Student will register for the course with their high school teacher
- If you are paying for the course, a Self-Pay Contract must be returned to their teacher to complete registration
- If you are paying for the course, charges will be posted in the student's online account at <http://EagleNet.ewu.edu>. Charges will be accessed 30 days after the registration deadline. Please see "How to Pay my Bill" on the program website.
- Please go through either the [Student Orientation](#) or [Parent Orientation](#) on our website to help answer your initial questions.

For more information please visit our website at ewu.edu/highschool. We are thrilled that your student has chosen EWU in the High School to get a head start on their college education. Please let us know if you have any questions or concerns.



Eastern Washington University Running Start & EWU in the High School

EWU Center for Academic Advising & Retention

300 Senior Hall • Cheney, Washington • 99004-2442 • 509.359.6187 • Fax 509.359.2220 • highschool.ewu.edu

Eastern Washington University is committed to equal opportunity and affirmative action in employment.

Bienvenido a EWU in the HS. Su estudiante ha decidido inscribirse en un curso de EWU in the HS. Este curso será acreditado a través de Eastern Washington University y podrá transferirse a colegios comunitarios ('community colleges') y universidades en todo el estado de Washington y a la mayoría de los colegios comunitarios y universidades de los Estados Unidos.

EWU in the HS les permite a los estudiantes de 10^o, 11^o, o 12^o grado del bachillerato ('high-school') inscribirse en cursos universitarios y obtener créditos universitarios, en la familiaridad de su salón de clases del bachillerato.

Cambiarse de un programa de bachillerato a uno universitario es una transición que requiere adaptación. Los estudiantes deben estar académicamente preparados y motivados para participar exitosamente en clases que tienen un ritmo más rápido y son más intensas que los cursos de bachillerato. Además, el tiempo que pasa un estudiante en el programa puede ser gratificante.

Próximos pasos:

- Su estudiante recibirá un correo que contiene su código de verificación y su clave (NetID) al correo electrónico que nos dio.
- Su estudiante deberá completar todos los pasos mencionados en el correo electrónico.
- Su estudiante deberá inscribirse en el curso con su maestro del bachillerato ('high school').
- Si está pagando el curso, un contrato de pago debe ser regresado al maestro para completar la inscripción.
- Si usted está pagando el curso, los cargos serán publicados en la cuenta en línea <http://EagleNet.ewu.edu>. Se podrá acceder a los cargos 30 días después de la fecha límite de inscripción. Por favor vea "Cómo pagar mi cuenta" ('How to pay my bill') en el sitio de internet.
- Por favor vaya a [Student Orientation](#) o [Parent Orientation](#) en nuestro sitio de internet para buscar una respuesta a sus primeras preguntas.

Para más información por favor visite nuestro sitio de internet en la dirección electrónica ewu.edu/highschool. Estamos complacidos de que su estudiante haya elegido EWU in the HS para comenzar su educación universitaria. Por favor háganos saber si tiene preguntas o inquietudes.

APPENDIX C

SITE VISIT FORM



Site Visit Report 2020-2021

High School: _____

EWU Faculty: _____

Instructor: _____

Department: _____

Course Title: _____

Date of Visit: _____

Course #: _____

	Excellent	Adequate	Needs Improvement	N/A
Implementation of EWU curriculum, adherence to EWU course outline. (C-3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consistency with EWU syllabus. (C-3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Course reflects pedagogical, theoretical and philosophical orientation of the corresponding EWU department. (C-2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Course delivery, student discourse, and rapport is equivalent to the course offered on campus. (C-3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Students assessed using equivalent methods (e.g. papers, portfolios, quizzes, labs) as their on-campus counterparts. (A-3) Course learning outcomes are measured using grading standards comparable to on campus sections. (A-1) Grading based on sound evaluation of course objectives. (A-2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use of provided resources (i.e. university, high school and/or community resources. (S-4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consistent communication with EWU faculty coordinator/mentor. (F-3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication with other instructors in the discipline. (e.g. attending professional development, participating in Canvas forums, Facebook groups, etc. Teachers shouldn't be on an island.) (F-3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Department Specific Criteria/Indicators (optional):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Department Specific Criteria/Indicators (optional):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Department Specific Criteria/Indicators (optional):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What were the most impressive aspects of this EWU HS class?

Impression of student engagement in the class (C-3)?

What suggestions do you have for improving this EWU HS course?

I am satisfied that the EWU curriculum is being delivered successfully in this class: Yes No

If you respond NO above, please provide specific reasons why you are not satisfied and steps the instructor can take to improve the EWU course.

Additional Comments:

Signature of EWU Faculty: _____ Date: _____

Signature of EWU HS Instructor: _____ Date: _____

High School Instructor: Please submit any response/comments to this Site Visit Report as an additional document.

Please attach additional comments or department materials if necessary.
Forms are to be emailed to: cihs@ewu.edu

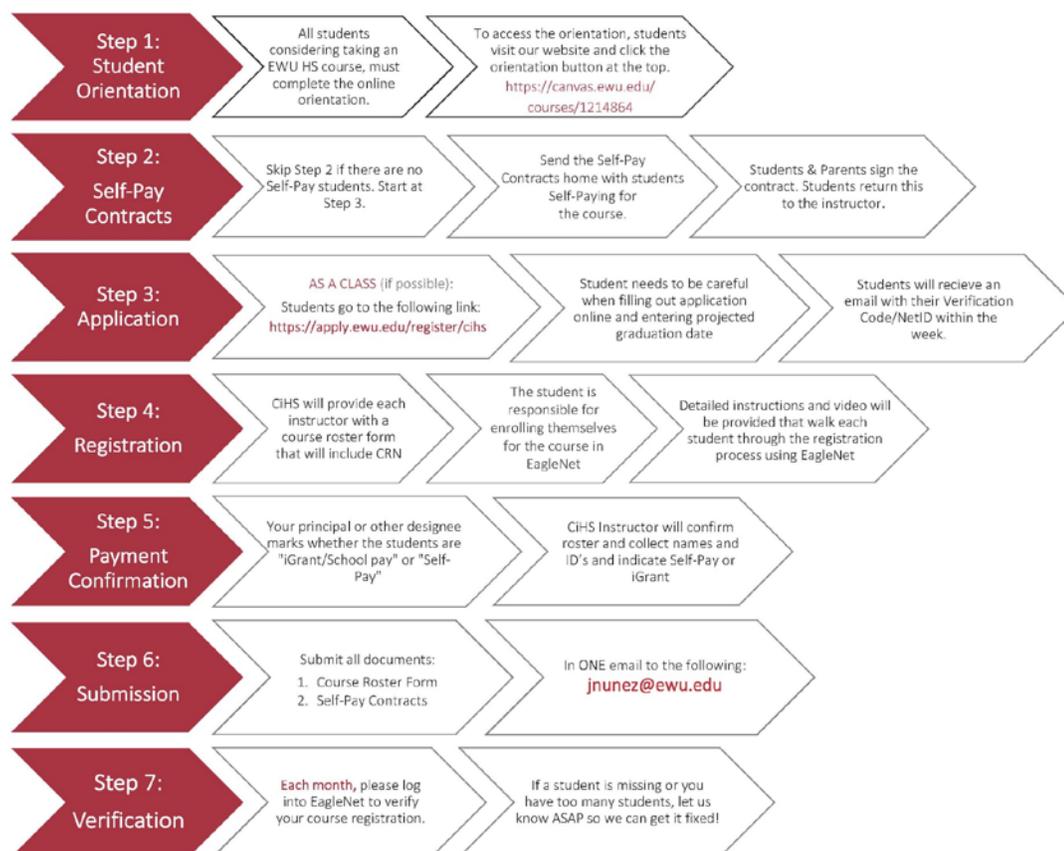
APPENDIX D

REGISTRATION PROCESS (ALWAYS USE UPDATED PROCESS SENT WITH REGISTRATION MATERIALS)



2020-2021 Course Registration Process

- Please follow each step below for **all new students**. **Returning students** skip steps 1 and 3.
- Add and Withdrawal/drop policies and procedures are in the Instructor Handbook available on our website @ <http://ewu.edu/highschool> by instructor only.
- Please call 509-359-2033 or email jnunez@ewu.edu if you have any questions.



You should have the following registration materials that were emailed at the beginning of each term:

- 2020-2021 Course Registration Process
- Important Dates
- Course Roster Form customized to each course
- Self-Pay Contracts customized for each course for students who are self-paying in both English and Spanish
- Course Drop Form (use anytime you have a student dropping from a course)
- How Students Pay Their Bill flyer
- EWU in the High School Contact Tree
- Parent Welcome Letter

SAMPLE COURSE CONFIRMATION FORM



EWU in the High School Course Roster and Payment Confirmation Form

Page ___ of ___

Course Information

Year	High School	School Code	Course Title	Instructor
2020-21	HS	School Code	Full Title	HS teacher

Term	CRN	Course	Credits	# of Students Enrolling
Term Code	CRN	Course Code	5	

#	Type in Student Name	EWU ID#	High School Use Only		
			English Placement <small>(SBAC/Placement Test Score)</small>	iGrant / School Pay	Student-Pay
0	John Smith	00112358	4	✓	✓
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

SAMPLE

Disclaimer

I consent to the disclosure of educational records by Eastern Washington University, which contains information pertaining to my enrollment in University courses and my academic progress in those courses as provided in this consent.

Information may be disclosed to my parents or guardians and appropriate high school and high school district officials for the following purposes:

- To inform them of the potential costs associated with enrollment in University courses when they may be financially responsible.
- To inform them of my progress towards high school graduation. (Information could include: grades, student account information, fees, payments, and academic record information etc.)

I understand that once I have signed the above line, next to my name and ID number, I am giving consent to be enrolled in the EWU class listed above. I understand that this is a college class that I will be receiving college credit for taking. Depending on school funding, I understand that I may have a course fee of up to \$325.00 per class that will be charged to me on my EagleNet account that I will pay.

Jennifer J. Núñez, MPA | Operations Manager
509.359.6187
jnunez@ewu.edu



2020-2021 EWU in the High School Self-Pay Contract

Course Information

Year	High School	School Code	Course Title	Instructor
2020-21	HS	School Code	Full Title	HS teacher
Term	CRN	Course		Cost
Fall 2020	CRN	Course Code	5	325

I, _____, am the parent/guardian of a student who is enrolled in a course offered by EWU through College in the High School.

I will receive a bill for the tuition and fees (via my students EWU email account), and acknowledge, as the student's parent/guardian, I am responsible for paying the tuition and fees for the student for the course.

Accounts which are unpaid at the end of the term will be subject to collection activities and may incur additional fees associated with collecting the account.

Student name: _____ Date of Birth: _____

Signature of student: _____ EWU ID#: _____

Parent/guardian: _____

Signature of parent/guardian: _____ Date: _____

SAMPLE

You **WILL NOT** receive a paper statement. All charges are posted to the student EagleNet account. For payment instructions please see our website ewu.edu/highschool for payment information or for other payment questions please call Student Financial Services at 509.359.4624.

Fall Trimester Dates

Registration Period: 9/3-9/28
Payment Window: 10/14-11/16
 Drop without "W" or Add a student: 11/5
 Last Day to Drop: 11/30
 Grading Window: 12/7-12/17

Fall Semester Dates

Registration Period: 9/3-10/9
Payment Window: 10/15-11/13
 Drop without "W" or Add a student: 11/13
 Last Day to Withdraw/Drop: 12/3
 Grading Window: 12/9-12/17

Jennifer J. Núñez, MPA | Operations Manager
 509.359.6187
jnunez@ewu.edu

SAMPLE SELF-PAY CONTRACT SPANISH



2017-2018 EWU in the High School
Contrato de Pago

Course Information

Year	High School	School Code	Course Title	Instructor
2018-19	«High_School»	«School_Code»	«Course_Title»	«HS_Teacher»
Term	CRN	Course	Credits	Cost
«EWU_Term» «HS_Term»	«CRN»	«Course_Code»	«Credits»	«Cost»

Yo, _____, soy el padre / tutor de un estudiante que está inscrito en un curso ofrecido por EWU a través del programa de "Universidad en la Escuela Secundaria" (College in the High School).

Recibiré una factura que cubre la colegiatura y otros gastos (a través de la cuenta de correo electrónico de EWU), y reconozco, como padre o tutor, que soy responsable del pago de esa colegiatura y gastos adicionales.

Las cuentas que no hayan sido pagadas al final del curso escolar se enviarán a una oficina de recolección de pagos, lo que puede ocasionar que haya cobros extras asociados a los costos de este trámite de recolección.

Nombre del estudiante: _____

Padre /Tutor: _____

Firma del estudiante: _____ NetID: _____

Firma del padre / tutor: _____



Para los detalles del pago por favor vea nuestra página en línea highschool.ewu.edu, para información acerca del pago o cualquier otra pregunta relacionada con el pago por favor llame a Servicios Financieros para los Estudiantes (Student Financial Services) al 509.359.4624.

Fall Semester Dates

Registration Period: 9/4-10/12

Payment Window: 10/15-11/16

Drop without "W" or Add a student: 11/16

Last Day to Drop: 1/4

Grading Window: 2/8-2/17

Spring Semester Dates

Registration Period: 1/7-3/18

Payment Window: 3/18-4/19

Drop without "W" or Add a student: 4/19

Last Day to Drop: 6/3

Grading Window: 6/7-6/17

SAMPLE COURSE DROP FORM



2020-2021 EWU in the High School
Course Drop Form

Year	High School	School Code	Course Title	Instructor
2020-21	HS	School Code	Course Title	HS Teacher

Term	CRN	Course	Credits	# Students Dropping
202040 Fall	CRN	Course Code	5	

#	Date	Type in Student Name	EWU ID#
Exp.	10/11/19	John Smith	00112358
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			

SAMPLE

Disclaimer

I understand that I am dropping the above-mentioned EWU in the High School course. This course drop if completed by the stated dates below may result in a "W" on my official Eastern Washington University transcript. This course drop does NOT withdraw me from the high school course, but only the college credit bearing course. If I drop from the course after the **first** withdraw date, I understand that I will still owe tuition for the course if I am self-paying.

Fall Trimester Dates

Registration Period: 9/3-9/28

Payment Window: 10/14-11/16

Drop without "W" or Add a student: 11/5

Last Day to Drop: 11/30

Grading Window: 12/7-12/17

Fall Semester Dates

Registration Period: 9/3-10/9

Payment Window: 10/15-11/13

Drop without "W" or Add a student: 11/13

Last Day to Withdraw/Drop: 12/3

Grading Window: 12/9-12/17

Jennifer J. Núñez, MPA | Operations Manager
509.359.6187
jnunez@ewu.edu

INSTRUCTOR IMPACT SURVEY

EWU RSHS Instructor Survey

By participating in this survey, you are helping to make the EWU Running Start in the High School program improve. You are also helping the program see the impact that it has made. Please answer the questions as best you can. We appreciate your time.

* 1. I teach EWU RSHS/CIHS courses at:

High School:

City:

* 2. I have taught Eastern Washington University courses through RSHS/CIHS for years.

* 3. The number of EWU RSHS/CIHS students I taught last year was .

* 4. The number of EWU RSHS/CIHS course sections I taught last year was .

* 5. I teach EWU RSHS/CIHS courses in the following discipline(s): (Check all that apply)

Physical Education

Biology

Communication

Chemistry

Economics

Environmental Science

English and Composition

Mathematics

Foreign Languages

Physics

Government

Geology

History

Business

Geography

Computer Science/Information Technology

Psychology

Engineering/Engineering Technology

Visual & Performing Arts

Other (please specify)

EWU RSHS Instructor Survey

* 6. As a result of taking a EWU RSHS/CIHS course I teach, students:

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
Participate in rigorous learning	<input type="radio"/>				
Develop realistic expectations of postsecondary coursework	<input type="radio"/>				
Increase their likelihood of pursuing postsecondary education	<input type="radio"/>				
Develop a better understanding of their academic skills	<input type="radio"/>				
Raise their postsecondary educational aspirations	<input type="radio"/>				

* 7. As a result of offering EWU RSHS/CIHS courses, my school:

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
Offers more rigorous classes	<input type="radio"/>				
Offers prerequisite courses that prepare students for college courses in upper grades	<input type="radio"/>				
Demonstrates to parents that students are doing challenging work	<input type="radio"/>				
Enhances its prestige and academic reputation	<input type="radio"/>				
Has more students continuing on to postsecondary education	<input type="radio"/>				
Has more students succeed in postsecondary education	<input type="radio"/>				

* 8. As a result of teaching a EWU RSHS/CIHS course, I have:

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
Learned about new ideas and developments in my academic discipline(s)	<input type="radio"/>				
Taken leadership positions within my department, school, district or professional association	<input type="radio"/>				
Been energized as a teacher	<input type="radio"/>				
Benefited from the support of and contact with RSHS/CIHS colleagues in other high schools or career centers	<input type="radio"/>				
A better understanding of the knowledge and skills that college faculty in my discipline expect of students	<input type="radio"/>				
Incorporated the content and/or pedagogy of the RSHS/CIHS course in other classes	<input type="radio"/>				
Established higher standards for student work	<input type="radio"/>				
Felt supported by the Eastern Washington University liaison/mentor	<input type="radio"/>				
Been hired to teach a college course on a college campus and/or online	<input type="radio"/>				

EWU RSHS Instructor Survey

* 9. The single greatest impact EWU RSHS/CIHS has had on my students is:

* 10. The single greatest impact EWU RSHS/CIHS has had on my school is:

* 11. The single greatest impact EWU RSHS/CIHS has had on me as an instructor is:

12. How can EWU RSHS help you improve as an instructor? What services or experiences can we offer to help you as an EWU RSHS instructor?

13. How can EWU RSHS improve?

EWU RSHS Instructor Survey

* 14. Number of students in the high school or career center where I teach EWU RSHS/CIHS courses:

* 15. My school is located in a:

- City
- Suburb
- Town
- Rural locale

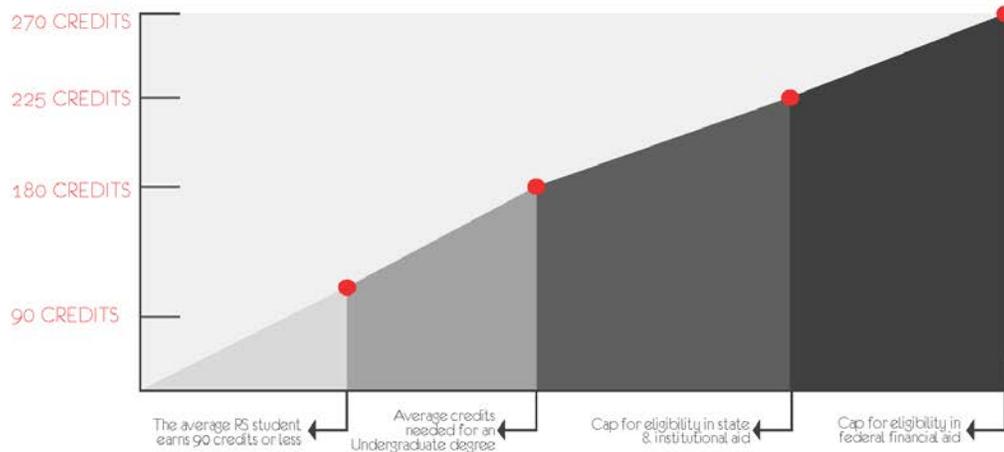
* 16. My school is a:

- Public school
- Public charter school
- Public magnet school
- Private school
- Area Career/Technical Center

Other (please specify)

RUNNING START + FINANCIAL AID

ALL ABOUT THOSE CREDITS



FACTORS AFFECTING YOUR ELIGIBILITY FOR FINANCIAL AID

+2.0
GPA OR ABOVE

LOW GPA

The minimum grade point average (or GPA) requirement to qualify for Financial Aid & Scholarship is 2.0. The classes taken by RS students through EWU will weigh into their overall GPA.



APPLYING AS A TRANSFER

Freshman students have access to more Financial Aid and scholarships than other students for a longer time. Transfer students will not be processed as freshmen students, and therefore, will not receive the same advantages in acquiring Financial Aid.

270
CREDITS

MAXIMUM CREDITS

Every student is permitted up to 270 credits for their first undergraduate studies before they become ineligible for federal Financial Aid. The average Running Start graduate applies for college with 60 credits.

REQUIRED SYLLABUS FORMAT



NOTES FOR EDITING DOCUMENT:

1. To edit a copy of this template, please go to *"File -> Download As -> Word."*
2. All **bold headings and EWU logos should not be removed**. Please input the various information beneath them. You may input your high school logo if you like.
3. Please insert in the **highlighted** areas your course specific information.
4. The sections under **"Information Essential to Student Success in EWU Course"** should remain. There is nothing you need to edit in those sections.
5. Please delete the **"Notes for Editing Document"** section and sub bullets as well as the NWCCU explanation before publishing your syllabus and submitting to your faculty mentor or coordinator.

<<EWU Course Name and Number>>

<<High School Name>>

<<High School Course Name and Number>>

Course Syllabus

Term: <<TERM and YEAR>>

Instructor: <<Instructor Name>>

Contact Information: <<Office Address (?)>>
<<E-mail Address (?)>>
<<Phone (?)>>
<<Availability/Office Hours>>

Text/Resources Information

<<insert here>>

Course Description

EWU Course Description

<<REQUIRED. Insert here: Available at: <https://sites.ewu.edu/highschool/files/2017/01/Current-Courses.pdf> >>

Additional Description/Rationale

<<OPTIONAL. Insert HS course description info/additional descriptive info as well as the department course introduction if applicable>>

Student Learning Outcomes

<<insert here. Student Learning Outcomes can be found on your EWU department syllabus or by contacting your EWU faculty mentor, delete the NWCCU statement>>

NWCCU, our accrediting entity, requires student learning outcomes for each case. This requirement is based upon NWCCU standard 2.C.2: "The institution identifies and publishes expected course, program, and degree learning outcomes. Expected student learning outcomes for courses, wherever offered and however delivered, are provided in written form to enrolled students." NWCCU based this standard upon the Higher Education Act's requirements that the criteria for measuring quality of education must include an appropriate measure or measures of student achievement and the standards for accreditation must include assessment of the institution's success with respect to student achievement. The NWCCU refers to student achievement as student learning outcomes.

Classroom Attendance Policy

<<insert here>>

Method for Determining Final Grade for Course

<<insert here (i.e. Tests 500 points (30%), Quizzes 100 points (ten 10 point), etc.)>>

Course Grading Scale

Grades at Eastern are reported in letter grade format only beginning fall 2018.

Letter Grade (letter grades as of fall 2018)

A	4.0
A-	≥3.7
B+	≥3.3
B	≥3.0
B-	≥2.7
C+	≥2.3

C	≥2.0
C-	≥1.7
D+	≥1.3
D	≥1.0
D-	≥0.7
F	0.0

EWU Grading Information

Eastern Washington University recognizes that different partnering high schools may have different grading scales; however, the grade that a EWUHS student receives on his/her Eastern Washington University grade submission and transcript is to follow Eastern Washington University Grading Policy. The high school grade and the University grade may be different.

Note on EWU Undergraduate Cumulative GPA:

The grades earned through the EWU in the High School Program are considered Eastern Washington University grades, and will become part of the student's undergraduate GPA if the student enrolls at Eastern Washington University as a full-time student or transfer their Eastern Washington University grades to another institution of higher education.

Significant Learning Activities / Evaluation Strategies and Approximate Deadlines and/or Calendar

<<insert here. Please note: Calendars for the course may best be added to the end of the syllabus and this section be a broad overview of topics that will be studied. ***If the calendar is at the end of the syllabus, please add a note to refer to the end of the document.*** >>

Information Essential to Student Success in EWU Course:

Academic Integrity

Academic Integrity is the corner stone of the university. Any student who attempts to gain an unfair advantage over other students by violating the Academic Integrity policy may be reported to the university and may receive a sanction up to and including XF for the course, suspension, or expulsion from the university. This policy is on the EWU web site. <https://sites.evu.edu/policies/policies-and-procedures/wac-172-90-student-academic-integrity-3/>

Students participating in the EWU in the High School Program are held to and should be familiar with the Academic Integrity policy. This policy is on the EWU web site. <https://sites.evu.edu/policies/policies-and-procedures/wac-172-90-student-academic-integrity-3/>

Equal Opportunity Statement

EWU does not discriminate on the basis of race, color, creed, religion, national origin, sex,

pregnancy, sexual orientation, gender identity/expression, genetic information, age, marital status, families with children, protected veteran or military status, HIV or hepatitis C, status as a mother breastfeeding her child, or the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a person with a disability, as provided for and to the extent required by state and federal laws.

Affirmative Action Statement

Eastern Washington University adheres to affirmative action policies to increase the number and retention of students and employees from historically underrepresented groups.

ADA Statement

Eastern Washington University is committed to providing support for students with disabilities. If you are a student with physical, learning, emotional, or psychological disabilities needing an accommodation, you are encouraged to stop by Disability Support Services (DSS), TAW 124 and speak with Kevin Hills, the Manager DSS or call 509-359-6871.

EWU Student Learning Commons

In recognition that people learn in a variety of ways and that learning is influenced by multiple factors (e.g., prior experience, study skills, learning disability), resources to support student success are available on campus and online. The Student Learning Commons, a one-stop shop, which assists students with academic and career related services, is located in the JFK Library on the EWU Campus and many services are also available online. Students who think they might benefit from these resources can find out more about:

- Course-level support (e.g., faculty member, departmental resources, etc.) by asking your course instructor.
- University-level support (e.g., tutoring services, university writing services, disability services, academic coaching, career services, and/or facets of curriculum planning) by visiting the Student Learning Commons or by going to <https://www.ewu.edu/learning-commons>.

Eastern Washington University Accreditation

As an institution, Eastern Washington University is fully accredited by the Northwest Commission on Colleges and Universities (NWCCU). EWU has been continuously accredited since 1919.

INSTRUCTOR RESPONSIBILITIES CONTRACT



Instructor Responsibilities Contract

- Attend EWU in the High School Orientation (mandatory).
- Attend discipline specific orientations and annual professional development as required by the academic department (mandatory).
- Work with the EWU in the High School office to schedule and assist with any placement testing established by EWU departments.
- Work with an assigned faculty coordinator/mentor to create an appropriate syllabus for the EWU course.
- Ensure that the course taught through the EWU in the High School program meets the content and rigor requirements of the same course taught in an on-campus environment as well as assessment criteria.
- Align syllabus with the EWU department standards. The EWU HS [Syllabus Template](#) must be used or your syllabus must contain all the same information.
- Assist students with registration in conjunction with the EWU in the High School office.
- Monitor class rosters and notify the EWU in the High School office of any changes in enrollment immediately.
- Advise students in the high school about course expectations and help students make informed decisions about participation in concurrent enrollment programs.
- Participate in the on-site evaluation process with the faculty coordinator/mentor.
- Work with the faculty coordinator/mentor to provide the required assessment to the university/departments. Completed examples will be required.
- Assess all student work as required to create and enter appropriate university grades into the university system by deadlines.
- Have students complete end-of-term course evaluations.
- Perform all administrative responsibilities in a manner and timeframe consistent with EWU policies and procedures.

I _____ agree to the Instructor Responsibilities for being an EWU in the High School instructor. Failure to adhere to these responsibilities could lead to noncompliance and possible partnership cancelation.

Signature: _____ Date: _____

High School: _____



NEW INSTRUCTOR ORIENTATION NONCOMPLIANCE

Date

«First_Name» «Last_Name»
«High_School» High School
«Mailing_Address»
«City_State_Zip»

Dear «First_Name»,

We are writing to inform you that you have not attended/completed EWU in the High School New Instructor Orientation as per our EWU in the High School orientation policy (Instructor Handbook, p. 22). This means that you are currently in noncompliance.

In order to continue offering your course(s) «Course_1» and «Course_2» at «High_School», you must complete the EWU in the High School New Instructor Orientation by Date. Failure to complete this requirement will result in the cancelation of your course(s).

To become compliant, you must attend/complete the New Instructor Orientation. Your course(s) will not be reinstated until this requirement is met. If you feel this is an error, please contact our office and your faculty coordinator as soon as possible so that we can correct our records.

The next New Instructor Orientations for the 2020-2021 academic year:

- June 22-23, 2021 at Eastern Washington University, Cheney, WA
- June 16-17, 2021 Kentwood High School, Kent, WA

It is important to attend New Instructor Orientation with your EWU department and EWU in the High School program in order to fully understand the program, curriculum, content, pedagogy, and assessment requirements of the EWU course(s) you have been approved to teach. This is also required for our National Alliance of Concurrent Enrollment Partnership (NACEP) accreditation and Washington State program authorization.

Sincerely,

Jennifer J. Nuñez, Operations Manager

cc

«Principal», Principal
«Faculty_Coordinator», EWU Faculty Coordinator

INSTRUCTOR RESPONSIBILITIES NONCOMPLIANCE

Date

«First_Name» «Last_Name»
«High_School» High School
«Mailing_Address»
«City_State_Zip»

Dear «First_Name»,

We are writing to inform you that you have not attended EWU in the High School professional development as per our EWU in the High School professional development policy (attached, also in Instructor Handbook, p. 22). This means that you are currently in noncompliance.

In order to continue offering your course(s) «Course_1» and «Course_2» at «High_School» High School, you must attend EWU in the High School professional development through your EWU department. You can also attend the EWU in the High School Professional Development on June 22-23, 2021.

If you are not compliant by the end of the 2020-21 academic year, your courses will be suspended until you have satisfied your professional development obligations. If you feel this is an error, please contact our office and your faculty coordinator as soon as possible so that we can correct our records.

Year	Attendance
2020-21	«M_2020_Training»
2021-22	«M_2021_Training»
2022-23	«M_2022_Training»

Please scan and email to jnunez@ewu.edu the attached form indicating how you will make-up your required professional development. Once received, this form will be forwarded to your principal and your EWU faculty coordinator.

It is important to attend your professional development with your EWU department and EWU in the High School program to stay informed of policy changes, department changes and content area information. This is also required for our National Alliance of Concurrent Enrollment Partnership (NACEP) accreditation and Washington State program authorization.

Sincerely,

Jennifer J. Nuñez, Operations Manager

cc
«Principal», Principal
«Faculty_Coordinator», EWU Faculty Coordinator

EWU in the High School Professional Development Plan

I, «First_Name» «Last_Name», will make up the required EWU in the High School professional development in one or more of the following ways:

_____ Attend EWU in the High School professional development on June 22-23, 2021.

_____ Work with my EWU department coordinator, «Faculty_Coordinator», to attend the next professional development opportunity before the end of the 2020-21 academic year.

_____ I do not plan to offer my EWU in the High School course(s) for 2020-21. (Please note that you will need to attend the EWU in the High School professional development in June if you wish to be reinstated at a later date.)

I understand that the failure to make up the required professional development by June 22-23, 2021 will lead to the suspension of my course(s) and that I will have to attend professional development before I can be reinstated to teach my course(s).

Signature

Date

Return signed form to jnunez@ewu.edu by Jan. 31, 2021. A completed copy will be forwarded to your building principal and EWU faculty coordinator.

APPENDIX J

2017 NATIONAL ALLIANCE OF CONCURRENT ENROLLMENT PARTNERSHIP STANDARDS (NACEP)



2017 NATIONAL CONCURRENT ENROLLMENT PARTNERSHIP STANDARDS Adopted May 2017

Partnership Standards	
Partnership 1 (P1)	The concurrent enrollment program aligns with the college/university mission and is supported by the institution's administration and academic leadership.
Partnership 2 (P2)	The concurrent enrollment program has ongoing collaboration with secondary school partners.

Faculty Standards	
Faculty 1 (F1)	All concurrent enrollment instructors are approved by the appropriate college/university academic leadership and must meet the minimum qualifications for instructors teaching the course on campus.
Faculty 2 (F2)	Faculty liaisons 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.
Faculty 3 (F3)	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.
Faculty 4 (F4)	The concurrent enrollment program ensures instructors are informed of and adhere to program policies and procedures.

Assessment Standard	
Assessment 1 (A1)	The college/university ensures concurrent enrollment students' proficiency of learning outcomes is measured using comparable grading standards and assessment methods to on campus sections.

Curriculum Standards	
Curriculum 1 (C1)	Courses administered through a concurrent enrollment program are college/university catalogued courses with the same departmental designations, course descriptions, numbers, titles, and credits.
Curriculum 2 (C2)	The college/university ensures the concurrent enrollment courses reflect the learning objectives, and the pedagogical, theoretical and philosophical orientation of the respective college/university discipline.
Curriculum 3 (C3)	Faculty liaisons 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.

Student Standards	
Student 1 (S1)	Registration and transcripting policies and practices for concurrent enrollment students are consistent with those on campus.
Student 2 (S2)	The concurrent enrollment program has a process to ensure students meet the course prerequisites of the college/university.
Student 3 (S3)	Concurrent enrollment students are advised about the benefits and implications of taking college courses, as well as the college's policies and expectations.
Student 4 (S4)	The college/university provides, in conjunction with secondary partners, concurrent enrollment students with suitable access to learning resources and student support services.

Program Evaluation Standards	
Evaluation 1 (E1)	The college/university conducts end-of-term student course evaluations for each concurrent enrollment course to provide instructors with student feedback.
Evaluation 2 (E2)	The college/university conducts and reports regular and ongoing evaluations of the concurrent enrollment program effectiveness and uses the results for continuous improvement.

NEW INSTRUCTOR PROCESS



NEW Instructor Process

Step 1: Instructor applies online

Step 2: Application is emailed to Jennifer, Instructor receives confirmation email

Step 3: Jennifer forwards application to seek recommendation from department

Step 4: Once department makes decision, Jennifer communicates with applicant

Step 5: If accepted, Jennifer attaches two documents to the instructor (EagleNet Form, and Instructor Contract)

Step 6: Once returned, Jennifer enters into Banner (SPAIDEN), completes a New Instructor form to HR. Once generated and HR approved, Jennifer will email instructor their credentials and copy faculty coordinator

*Email will include: EWU ID and Net ID **note CiHS Instructors do not need to active Eagles Email in order to be established*

Step 7: EagleNet is automatically activated

Canvas is not activated until the following two steps are in completed:

- 1: The course is entered and approved on Scheduler (CLSS)
- 2: The course is within 6 month of the offering

(Student access to Canvas is activated upon application and registration completion)