

Concurrent Enrollment

High School Instructor Agreement

High School: _____

High School Instructor: _____

HTC Faculty Liaison: _____

Course Name(s): _____

Course Dates: _____

As a concurrent enrollment instructor for Hennepin Technical College, I will:

1. Attend annual concurrent enrollment program orientation/professional development meeting(s)
2. Attend/Access annual discipline-specific events
3. Activate and maintain a STAR ID (if needed)
4. Facilitate student program registration and enrollment in the course
5. Create a syllabus in compliance with Hennepin Technical College official syllabi template and approved course outline
6. Align and submit samples of course assignments and assessments (with the faculty liaison's course)
7. Complete a side-by-side syllabus alignment with Hennepin Technical College liaison. Submit syllabus
8. Confirm class lists within 15 days of the course start date.
9. Connect with faculty mentor at least two times (face-to-face or virtual) to discuss the course
10. Promote and ensure the Hennepin Technical College brand in class activities and discussions throughout the semester
11. Ensure students know their rights and responsibilities as a Hennepin Technical College student
12. Facilitate student access to Hennepin Technical College student handbook
13. Arrange student visits to Hennepin Technical College coordinated with faculty liaison
14. Host the faculty liaison for one in-class observation
15. Maintain the rigor of the course
 - Document and utilize similar grading standards
 - Cover all objectives and topics found in the approved course outline
16. Build and utilize a learning management system/online space for the course (if required by faculty liaison) and provide access to learning management system or online space for faculty liaison
17. Require students to complete course evaluation at end of the course.
18. Assign final, whole letter grades to each student
19. Provide all necessary documents or paperwork as requested
20. Correspond and collaborate with the assigned faculty liaison in a professional and timely manner
21. Review program noncompliance policy

Signature of High School Instructor

Date