

# COLLEGE IN THE HIGH SCHOOL FACULTY HANDBOOK 2019– 2020



**SUNY** SCHENECTADY  
COUNTY COMMUNITY COLLEGE

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## Welcome to College in the High School

Thank you for collaborating with SUNY SCHENECTADY and participating in our College in the High School (CHS) program! We are excited you have you on board to share this opportunity with your students.

## What is the “College in the High School” (CHS) Program?

College in the High School is a partnership between local school districts and SUNY SCHENECTADY. High school students simultaneously earn SUNY SCHENECTADY college credit while fulfilling their high school requirements by taking approved advanced high school courses. The courses are taught by qualified high school teachers who work closely with SUNY SCHENECTADY Faculty Liaisons to ensure the work that the students perform in the high school course is equivalent to the on-campus college course.

## How do Students Benefit from the Program?

- Students earn both college and high school credit for each CHS course taken.
- Credit earned can be applied to a SUNY SCHENECTADY degree or certification.
- Students can transfer credit to other colleges and universities (check with the college admissions office).
- Students save money! Tuition is only \$61 a credit. That is 1/3<sup>rd</sup> the cost of regular tuition at SUNY Schenectady County Community College
- Students have the opportunity to challenge themselves and develop skills to excel academically.
- In contrast to Advanced Placement courses, students who complete a College in the High School course have an official transcript record created at the college that does not depend on the AP score.

## Participating Schools: (More schools added every year)

Ballston Spa High School	The Heatly School – Green Island
Bright Hope Academy	Mohonasen High School
Berne Knox Westerlo High School	Niskayuna High School
Burnt Hills High School	Notre Dame Bishop Gibbons
Capital Region BOCES	Northville High School
Capital Region P-Tech	Ravena Coeymans Selkirk High School
Cohoes High School	Schalmont High School
Colonie Central High School	Schenectady High School
Colombia High School	Steimetz Career & Leadership High School
Coxsackie Athens High School	Shaker High School
Duanesburg High School	Scotia Glenville High School
Fonda Fultonville High School	Tamarac High School
Guilderland High School	Tech Valley High School
	Voorheesville (C.A. Bouton) High School

## **Transfer Credit**

Completed course credit can be applied toward a degree or certificate at SUNY Schenectady or transferred to other institutions. Depending on the institution and the student's program choice, credits may transfer as direct equivalents, as general electives, or they may satisfy a prerequisite for a required course. We strongly recommend the student contact the college or university they plan to attend to verify how these credits will be accepted.

All SUNY Institutions accept transfer credits from the CHS program. However, SUNY Schenectady cannot guarantee whether the course(s) will meet a general education, elective or program requirement at the college/university. SUNY SCHENECTADY recommends that you contact the specific institution's admissions office and academic department for clarification.

Students planning to attend a private college/university should speak to the college/university admissions office to clarify whether these transfer credits will be accepted. Although it is uncommon for credits not to transfer, there have been some exceptions.

Many colleges and universities provide the ability for students to view how SUNY Schenectady credits transfer. From the college/university home webpage type in "credit transfer equivalency" in the search field. This will generally take you to their transfer equivalency tables and guidelines pages

Typically, a grade of C or higher is needed in order to transfer credit to another institution. Each college and university has their own requirement when it comes to the grade needed to transfer. Please discuss with your students the repercussions of failing a CHS course. This may effect scholarship, athletic and leadership opportunities at SUNY SCHENECTADY or other institutions.

### **Using College Credit at SUNY Schenectady**

If students have earned credit at SUNY Schenectady through College in the High School, they will have a transcript record in the college database. If students plan to attend SUNY SCHENECTADY after graduating from high school, they can attend an [Information Session](#) to learn more about SUNY Schenectady's certificates and degrees.

### **SUNY SCHENECTADY Degrees and Certificates**

There are now more degree options than ever for your students at SUNY Schenectady. [SUNY SCHENECTADY's Degree & Program Options](#). Including Certificate & Transfer Programs.

For additional information, see the SUNY SCHENECTADY [2019-2020 Catalog](#)

### **Transfer Credit from SUNY SCHENECTADY (<http://sunysccc.edu/Academics/Register-for-Classes/Transcripts>)**

If a student plans to transfer credits to other colleges or universities, they will need to request and pay for a transcript. Please note transcripts are not sent out automatically. A student will

need to request one via our website or stop into our office. SUNY Schenectady credits transfer to any SUNY institution across the state. Please check with the admissions office of any other institution not part of the SUNY system to check transferability of credits.

### **How do Teachers Benefit from the Program?**

High school teachers benefit from the experience of teaching a college-level course and helping to prepare students for higher education. Each participating teacher works with a SUNY SCHENECTADY Faculty Liaison who assists in the development of the college course curriculum, assessment standards, pedagogy and philosophical orientation of the sponsoring division. CHS is the only dual credit program that provides opportunities for high school and college instructors to work side-by-side on curriculum and course development and participate in joint professional development.

### **CHS High School Instructor Responsibilities:**

- Meet college's hiring requirements for adjunct faculty by submitting:
  - Resume/CV
  - Online Application (Paper Applications are no longer accepted)
  - College transcripts (unofficial)
  - 2 Letters of recommendation
  - Information about current course including syllabus, textbooks and teaching materials used
- Attend new instructor orientation.
- Attend annual Professional Development Session
- Attend discipline-specific professional development
- Upon request, provide the college with:
  - Course outline, learning objectives and syllabus
  - Textbook and other teaching materials
  - Assessment criteria and tools (papers, portfolios, quizzes, exams, labs, etc.)
  - Evidence that course reflects the pedagogical, theoretical, and philosophical orientation of SUNY SCHENECTADY's academic division
  - Grading criteria and standards
- Announce and market the program benefits to parents and students and distribute marketing materials.
- Remind students of registration deadlines, including the need to obtain a Certificate of Residence, if they are not a Schenectady County Resident.
- Explain the college's grading policy to students
- Assist students with registration if necessary.
- Verify student roster and communicate regularly with CHS Office.
- Collect Certificates of Residence (CHS Office will coordinate pick up)
- Submit grades to CHS Office at the end of the term, using a letter grade.
- Schedule and participate in classroom site visits with Faculty Liaison
- Participate in program review or accreditation activities upon request.
- Student teachers are not approved to teach in a College in the High School Approved

course.

### **Classroom Site Visit**

To ensure the quality of each CHS course is equivalent to the on campus course in curriculum, delivery, rigor, assessment and classroom management, it is required that SUNY Schenectady Faculty Liaisons arrange a classroom site visit with each new CHS high school teacher. After the initial visit the Coordinator will schedule future classroom site visits based on the college schedule.

#### Before the Visit

The CHS High School Instructor should be prepared to share: course syllabus; teaching materials prepared for that class, such as handouts, assignments and homework due that day, teaching notes, slides or lesson/unit plan; and, samples of assignments and graded student work with personal information removed.

#### During the Visit – criteria to focus on

- Convey purpose of the class
- Cover class materials and activities
- Reinforce major course concepts
- Presentation pace and information coverage
- Cultural competence, inclusion and diversity
- Reaching multiple learning styles, using multiple means of representation, expression and engagement
- Abstract and concrete concepts
- Assessment
- Consistency with on-campus course
- Conclude by reviewing and signing the Site Visit form and returning it to the CHS Office.

#### After the Visit

- Conduct a dialogue based on pre-observation objectives and information recorded on the classroom observation form
- Share observations and perspectives of what happened in the classroom
- Focus particular attention on areas high school teacher requested feedback on
- Discuss suggestions or ideas for alignment opportunities with college course components
- In case of concern about alignment with college expectations, an improvement plan with clear timeline for follow up must be agreed to, and submitted to the CHS Office.

### **Course Registration**

Students will have 3 weeks to register each semester for their CHS courses. Fall ONLY and Full year courses will be registered September and Spring ONLY courses will register in February.

See last page of handbook for exact dates. It is your responsibility to ensure each student has registered for the course. You will be able to look up your course roster in our system and see who has registered. NO LATE REGISTRATIONS WILL BE ACCEPTED. Students will register online and then a bill will be mailed to their home address. Students will be charged \$61 a credit, which is 1/3<sup>rd</sup> the cost of regular tuition at SUNY SCHENECTADY. Once a student registers they are responsible for the cost of tuition. Students who do not pay will not be able to register for further courses and a hold will be placed on their account. Do not hesitate to contact the CHS office with any questions.

Tuition will be waived for students who qualify for free or reduced lunch. Additional scholarships are available for students who may need financial assistance but do not qualify for free or reduced lunch.

### **Certificate of Residence**

If a student DOES NOT live in SCHENECTADY COUNTY they will be responsible for producing a final and original Certificate of Residence to SUNY Schenectady. If a NON-SCHENECTADY resident fails to submit the certificate they will be charged the full amount of tuition, \$174 a credit. Certificate of Residence information will be made available with registration information. Do not hesitate to contact the CHS office with any questions.

### **Course Syllabus**

You MUST have a separate syllabus for your CHS course. Your syllabus must include the following elements: SCCC Course Name, Number & Description; SCCC's Student Learning Objectives/Outcomes; Assignments & Academic Calendar; Grading Policy; Course & Instructor Policies; Requesting a Transcript Information; Student Conduct & Discipline; Academic Integrity; Dropping the Class/Withdrawal information. All of this can be found on the template provided with links to find additional information. Do not hesitate to contact the CHS office with any questions.

### **Textbooks**

On the course outline provided to you at the time of application, a required text was mentioned. We require that the high school use the same text the college uses. If you have a different text that you would like to get approved, please send me a copy so that we may review. The college can obtain and provide for you an instructor copy of the text that is used on-campus upon request. At any time the district purchases new textbooks for the course, we ask that you purchase the current edition of the SCCC text or request a review of the alternate text.

## Course Evaluations

The college requires that all Adjunct faculty members be evaluated by their students for every class they teach. Below is the evaluation schedule:

Fall ONLY Course - Evaluations will be distributed in January.

Spring ONLY Course – Evaluations will be distributed in May.

Full Year Course – Evaluations will be distributed in May. *If your course is a Full year at the high school but we divide it in 2 semester courses through SCCC, you will only have to do a Spring Evaluation.*

## Grading

Letter grades will need to be entered through the Faculty Portal towards the end of each term. Please see Important Dates sheet at the end of the booklet. You will also be required to submit your grades to the CHS office. NOTE: Pass/Fail is not an allowable grade for CHS students. If one of your student's receives an incomplete, please give them an I in the system. You will then need to submit a form to the Registrar's office no more than 90 days later to change the grade. Please contact the CHS office for form. If this is not done, the grade will default to an F. If a student receives an F in your course, you will need to put a final date of attendance. This date should be Nov. 30 for Fall and March 30 for Spring.

**PLEASE NOTE: IF A STUDENT RECEIVES AN F IN THE FIRST SERIES OF A COURSE, ENG 123 (EXAMPLE), THEY WILL NOT BE ELIGIBLE FOR THE NEXT COURSE IN THE SERIES, ENG 124. THEY MAY TAKE THE CLASS FOR HIGH SCHOOL CREDIT BUT WILL NOT BE ELIGIBLE FOR SUNY SCHENECTADY CREDIT.**

It is very important that you discuss with your students the repercussions of obtaining a low or failing grade in a CHS course. Most colleges will only accept a C or higher, when it comes time to transfer credits. Also, failing a course can affect scholarship, athletic and leadership opportunities at SUNY SCHENECTADY or other institutions.

## Add/Drop/Withdrawal

A student may add or drop a class until the end of the registration period. See Important Dates Sheet for specifics. If a student does not drop a class by the deadline, they will need to Withdraw from a course. Unlike a drop, a Withdrawal does mark a W on their Official SUNY SCHENECTADY transcript and could affect their academic standing should they chose to attend SUNY SCHENECTADY or any other SUNY institution.

A student MUST contact the CHS office directly at SUNY SCHENECTADY to Add/Drop or Withdraw from a course. We will no longer accept emails from instructors or guidance counselors. Please have your student email [mccallp@sunysccc.edu](mailto:mccallp@sunysccc.edu) with their High School, Course #, Course Name and Instructors name. If the student fails to contact the CHS office directly, they will receive an F in the course and on their transcript. This is a College Policy.

## **Services Available for CHS Faculty & Students**

CHS Faculty and Students are able to use the same resources available to our onsite Faculty & Students.

### *Library Services*

CHS faculty and students are welcome to use all the resources available through our Begley Library. We have created a CHS @ SCCC Library Portal just for you and your students. <http://libguides.sunysccc.edu/chs/libraryportal> . The portal includes an ASK US 24/7 feature for you and your students to ask any question to any librarian at any time of the day. You also have the capability of using closed journals or password protected databases. Please contact the CHS office directly to obtain specific information.

### *Academic Services*

CHS faculty and students are encouraged to use all of the services available through our Learning Center. Students are encouraged to use our Drop in hours in our Math & Writing Lab. We have tutoring resources available including an online resource that will be available Fall of 2018. For more information on the resources available visit: <http://sunysccc.edu/Academics/Learning-Center-Labs>

## **SUNY SCHENECTADY's CHS Accreditation**

SUNY SCHENECTADY is an accredited member of the National Alliance of Concurrent Enrollment Partnerships (NACEP). In order to receive the accreditation, SCCC demonstrated that it adheres to national standards regarding course and faculty approval and program processes. NACEP oversees the accreditation process, and also serves as a network of training and information for all colleges and universities that offer concurrent enrollment programs, such as College in the High School. More information about NACEP and its standards can be found at [www.nacep.org](http://www.nacep.org). SCCC also is affiliated with and active with NYCEP, a partnership of colleges in New York State that mutually promote and support concurrent enrollment programs.