

Arkansas State University-Beebe

High School Concurrent

INSTRUCTOR Qualifications

AND

Guidelines

Arkansas State University-Beebe

Concurrent Programs

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Instructor Qualifications . . .

All instructors in the concurrent programs must meet the same minimum qualifications as our regular faculty. A master's degree with a minimum of 18 additional graduate hours in the subject area is required. ASU-Beebe retains sole responsibility for determining instructor qualifications.

Concurrent credit instructors will receive continuing collegiate interaction with the college faculty through annual professional development, required seminars, and required site visits.

Official transcripts must be submitted after approval along with a resume.

The duration of the course will be agreed upon by ASU-Beebe and the high school.

The faculty will use the same syllabus and textbook as approved by the college or university and adapt the same learning outcomes as those developed for the course on campus. An equivalent textbook may be used under the following conditions:

1. The textbook has been recently used for the course,
2. The textbook is aligned with the course learning outcomes,
and
3. The textbook has been approved by the college or university.

If departmental exams are used in campus courses, then those exams will be used at the high school site.

Because discrete classes that totally separate concurrent credit students may be prohibitive to operate in some cases, those classes with mixed population must have at "least a majority" of the students enrolled for concurrent credit. In addition, the college or university must show evidence of collegiate level expectations for all students in the course. All high school students enrolled in a concurrent credit course must meet the same requirements for completion of the course, whether or not the student is simultaneously registered for college credit.

The merging of concurrent enrollment and AP (Advanced Placement) courses will be allowed on a trail basis for a two-year period for the academic years 2007-08 and 2008-09.

1. Merged courses must meet all the requirements of concurrent enrollment courses as set forth in this policy.
2. The AP course guidelines specified by the College Board in its published course description must be incorporated in the course syllabus.
3. The course syllabus must be submitted by the teachers for approval by the College Board AP Course Audit.

Upon completion of this course the student will earn one unit of honors high school credit using the following point system:

A = 4 points
B = 3 points
C = 2 points
D = 1 point
F = 0 points

Upon satisfactory completion of each course, the student will earn three hours of college credit from ASU-Beebe with the same letter grade earned for high school credit.

With the Arkansas Department of Higher Education's Course Transfer System (ACTS) students can view how general education courses transfer from and to the various Arkansas public colleges and universities. Using this information, students, parents, and school personnel can select an institution from the list provided and view how courses transfer. Some majors will have different requirements and/or may substitute courses for their program. The Course Transfer System may be found at:
<http://acts.adhe.edu/>

Most institutions require a C or better for transfer.

General Guidelines . . .

1. No lowering of admission standards to the programs will be permitted.
2. Since a teacher evaluation is a regular part of the faculty evaluation process at ASU-Beebe, these evaluations will be used for the concurrent instructors and course requirements. Each instructor will be provided with guidelines in this evaluation process.
3. The high school will have the responsibilities for faculty salaries and fringe benefits.