

LIAISON HANDBOOK

HIGH SCHOOL CONCURRENT ENROLLMENT

UTAH VALLEY UNIVERSITY



UVU





CONCURRENT
ENROLLMENT IS
THE BEGINNING
OF A LONG TERM
RELATIONSHIP.

- MARY STEPHENSON

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WELCOME



Dear Faculty Liaison,

I am pleased to welcome you to Concurrent Enrollment. Your role is essential to the success of the program. Your expertise will be invaluable as you mentor our dedicated Concurrent Enrollment instructors and ensure the academic integrity of your course(s). By working together, I know we can provide a quality experience that will raise the bar and give the rising generation of students the challenge and excitement that comes with a college education. Again, thank you for joining us, and I look forward to working with you.

A handwritten signature in green ink that reads "Spencer Childs". The signature is fluid and cursive, with a large, sweeping initial "S".

Sincerely,
Spencer

REVIEW APPLICATION

WHAT

High school instructors wishing to teach a concurrent enrollment course must apply. The application is submitted to, and processed by, the Concurrent Enrollment Office. It is then sent to the corresponding department chair and liaison for review.

HOW

The process for reviewing the high school instructor applications varies by department. Please discuss this process with the department chair to ensure the correct steps are followed. After reviewing an instructor's application, please notify the Concurrent Enrollment Office of approval or denial with an reason in the case of a denial. The Concurrent Enrollment Office will then contact the high school instructor with the application results.

WHEN

New instructor applications need to be reviewed as soon as they are sent to the department. The deadline for application submissions is 15 March for fall courses and 15 October for spring courses. However, there are exceptions to these deadlines (i.e. teachers hired over the summer) so, be prepared to review applications throughout the summer.

WHY

UVU Concurrent Enrollment is accredited through the National Alliance of Concurrent Enrollment Partnerships (NACEP). A stipulation of the accreditation is that high school instructors meet the same qualification standards as on-campus adjunct instructors. Therefore, as the concurrent enrollment representative in the department, it falls to the liaison to approve or disapprove each high school instructor application.



OFA IOANE ||
DEVELOPMENTAL MATH LIAISON

TRAIN NEW INSTRUCTORS



ALEX YUAN ||
CHINESE LANGUAGE LIAISON

WHAT

Newly approved high school instructors need to learn the course curriculum, the department's teaching philosophies, assessment methods, and any other information the department deems imperative to teaching the course.

HOW

High school instructors receive an email from the Concurrent Enrollment Office informing them of teaching approval. The email advises the instructor to contact the respective department's liaison and establish a time for department specific training. Usually this training occurs in the respective UVU department liaison's office. This one-on-one meeting gives dedicated instruction specific to the course the high school instructor will be teaching. This meeting also gives the liaison an opportunity to develop a working relationship with the high school instructor, inform of department expectations and procedures, and establish the department's instructional philosophy.

WHEN

This training should take place soon after the instructor is approved and must be completed before the course begins.

WHY

Department specific high school instructor training is used by UVU to ensure the congruency of high school courses and university courses. Trainings clarify expectations, methodology, and philosophies to newly approved instructors. High school instructors are held accountable for the respective department's requirements.

SITE VISITS

WHAT

Each department liaison is responsible for annual visits to each high school instructor(s) associated with his/her department.

HOW

High school concurrent enrollment instructors are divided into either “New” or “Veteran” categories. Instructors are considered “new” for the first three years they teach a course. New instructors need to be visited at least once each school year.

An instructor reaches “veteran” status after three years teaching a course. Veteran instructors can be visited every other year with a phone visit during the off year. Veteran instructors can still be visited every year if the liaison feels a face-to-face visit is warranted.

To complete a site visit, the liaison prearranges a time with the high school instructor. The visit is held during the high school instructor’s concurrent enrollment class time. The liaison is welcome to use a portion of the class time to recruit, to give guest presentations, and/or to engage with the students. However, most of the class time should be spent in observation. After class time is finished, the liaison and high school instructor should spend time discussing the course.

To complete a phone visit, the liaison prearranges a time with the high school instructor. The conversation should be around 30 minutes in length and should delve into course specifics. Liaisons need to take thorough notes and cover topics such as, syllabus, grading norms, curriculum, teaching issues, and educational opportunities for the class outside of the classroom.

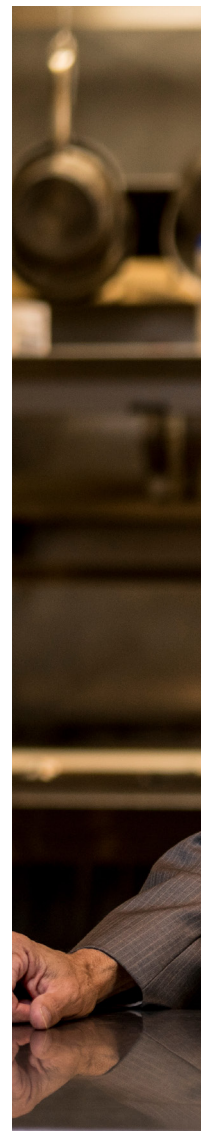
Liaisons must complete the corresponding site/phone visit form found on the Concurrent Enrollment website – UVU Department tab. Both forms require the teacher and the liaison’s signatures. A copy of the form should be left with/sent to the teacher either through a photocopy at the time of the visit or an emailed copy within one week of the visit. The form then must be submitted to the Concurrent Enrollment Office to receive the stipend. Site and phone visits are compensated at the same rate [Site Visit: \$150+mileage; Phone Visit: \$150]. The visit is counted as complete when the form is turned into the Concurrent Enrollment Office.

WHEN

Liaisons are required to complete/submit one site or phone visit per high school instructor annually. However, the Concurrent Enrollment Office will pay for up to two visits per instructor per year. Liaisons are encouraged to make visits early in the school year, but visits may be made until the end of the high school year.

WHY

Concurrent enrollment operates under the assurance that what is taught in the high school classroom is the same as what is taught on Utah Valley University’s campus. The site/phone visit is one way to ensure this happens. Liaisons observe the high school class to verify the curriculum is being taught with department approved texts and materials, to the UVU department’s performance level and expectation.





DOUG MILLER || HOSPITALITY MANAGEMENT LIAISON

PROFESSIONAL DEVELOPMENT CONFERENCE

WHAT

Each year, UVU Concurrent Enrollment holds a professional development conference. All concurrent enrollment high school instructors are required to attend this training. Generally, the conference is in February and takes place in the evening. After dinner, the instructors break out into department specific meetings for professional development.

HOW

Department specific professional development breakout sessions are conducted by the department liaisons. The liaisons plan and present information to clarify course content, review the syllabus, and answer questions. The main focus of the session should be cutting edge developments in the field and, whenever possible, include a hands on experience for the high school instructors. Each liaison sends a synopsis of their breakout session to the Concurrent Enrollment Office one month prior to the conference. Because this conference is mandatory for all high school instructors, liaisons must make every effort to assist any absent instructors with the make-up process. Instructors are allotted two months to meet with the liaison and obtain the information they missed. To assist the instructor with conference make-up, liaisons may go to the high school, invite the instructor onto UVU's campus, or send the information through email.

WHEN

The conference is typically held in February on UVU's main campus. The conference starts in the Grande Ballroom with dinner and then moves to smaller breakout rooms for department specific meetings. In total, there are two breakout sessions with a short break in-between. Each session is an hour long. Liaisons need to prepare enough material to fill an hour, and may use both breakout sessions if they would like.

WHY

A condition of accreditation is that UVU Concurrent Enrollment provide annual, department specific professional development. The conference fulfills this requirement. Again, it is imperative that liaisons develop relevant content for this conference.



COURTNEY DAVIS ||
ART LIAISON

REVIEW SYLLABI



MARI DE DIOS ||
SPANISH LANGUAGE LIAISON

WHAT

Liaisons collect copies of each high school instructor's syllabus at the beginning of the course. Each syllabus is reviewed to ensure content continuity with the corresponding UVU syllabus.

HOW

The high school instructors are required to use the UVU provided syllabi. Instructors can make additions to the syllabus but are not permitted to remove anything on the UVU approved syllabus. Liaisons are responsible to assure the instructors follow this directive. Liaisons collect a copy of each instructor's syllabus and compare it to the UVU provided syllabus. Liaisons follow up directly with the high school instructors if there are discrepancies.

Also, once per year the liaisons update the UVU provided syllabi. To jump start this process, the Concurrent Enrollment Office sends a request for the syllabus review. Liaisons review the syllabus on the Concurrent Enrollment website and then either approve the syllabus or provide a new syllabus with corrections.

WHEN

Liaisons collect the syllabi from the instructors in the fall, preferably prior to the start of school. The review should be completed as close to the start of the course as possible.

The website syllabi review is routinely in the spring.

WHY

Concurrent enrollment operates with the understanding that what is taught in the high school is course what is taught in the UVU campus course. Matching syllabi are one way the Concurrent Enrollment Office and each UVU department ensures course equivalence.

REVIEW 504 ACCOMODATIONS

WHAT

High school students with extenuating circumstances may petition for and receive accommodations through a 504 plan. 504 plans are accommodations for the students, not modifications to the curriculum.

HOW

High school instructors with 504 students in their classrooms send the corresponding liaison the accommodations listed in each 504. They will not send the student name; 504s are privacy protected. Liaisons review the accommodations list and ensure that they are in accordance with accommodations used in the department.

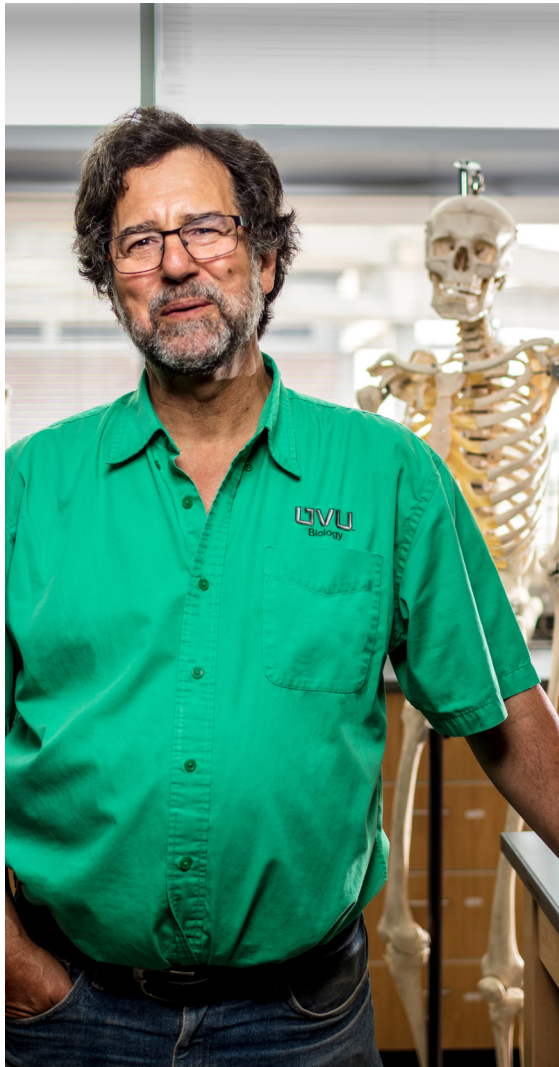
Once again, accommodations cannot change the curriculum. The 405 needs to list accommodations for the student, not modifications to the curriculum. Liaisons send back notification of either approval or requested alterations to the accommodations. If alterations are required, the liaison and instructor work together to establish which accommodations are approved.

WHEN

The accommodations must be established at the beginning of the course.

WHY

Students with 504 plans are legally allowed accommodations in concurrent enrollment courses. However, the accommodations must be in accordance with UVU and department procedures. It is the liaison's responsibility to ensure that the accommodations meet UVU and department procedures.



JIM PRICE ||
BIOLOGY LIAISON





UVU CONCURRENT
ENROLLMENT
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