

# LIAISON ONBOARDING

Welcome to Concurrent  
Enrollment!



# Professional Development Coordinator

Jordan Lee

**UVU**  
CONCURRENT  
ENROLLMENT

# Liaison Introduction

Name

Course(s)

How long  
you've  
been at  
UVU

Reviewing  
Applications

Training New  
Instructors

Site Visits

Professional  
Development  
Conference

Reviewing  
Syllabi

504/IEP  
Accommodations

Additional  
Trainings

Recruiting  
Events

Compensation



## COURSE CLASSIFICATION LIST

### CTE Courses

2023-2024

Include Concurrent Enrollment and Live Instruction Options  
Use these for include/exclude

Course #	Course Name	Course #	Course Name
405	1900 Fundamentals of Business Math	1910	Introduction to Criminal Justice
410	Applied BC Theory	1920	Consumer Law
415	Applied BC Theory Lab	1930	Criminal Investigations
420	Applied AC Theory	1940	Introduction to Forensic Science
425	Applied AC Theory Lab	1950	Forensics & Training Lab
430	Industrial Logic	1960	Printing Lab
435	Industrial Logic Lab	1970	Public Speaking
440	Single Computer Applications	1980	Introduction to Speech Communication
445	Survey of Automotive Technology	1990	Introduction to West Communication
450	Brake Systems	2000	Interpersonal Communication
455	Engine Repair	2010	Surface Preparation
460	Automotive Electrical Systems	2020	Manufacturing Repair
465	Engine Electrical Systems	2030	General Refinishing & Problem Solving
470	Suspension & Steering Systems	2040	Final Refinement & Adjustment
475	Engine Performance	2050	Welding, Tinting & Blending
480	Survey of Aviation Science	2060	Welding & Cutting
485	Aviation I - Private	2070	Fundamentals of Computer Science
490	Basic Aircraft Systems	2080	Fundamentals of Programming
495	Aeronautical Knowledge for Small Unpowered Aircraft Systems	2090	Object-Oriented Programming
496	Aviation Weather	2100	Introduction to Algorithms & Data Structures
497	Aviation Safety	2110	Digital Media Essentials I
498	Air Transportation Management	2120	Corporate & Documentary Production
500	Culinary Basics	2130	Scripting for Animation & Games
505	Professional Dining Room Services	2140	Survey of Animation
510	Culinary Math	2150	Visual Media Essentials
515	Food Service Sanitation	2160	Introduction to 3D Modeling & Surfacing
520	Wildlife Technology	2170	Web Essentials
		2180	Digital Audio Essentials
		2190	3D Modeling & Animation Essentials
		2195	Web Design

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## COURSE CLASSIFICATION LIST

### CTE Courses

2023-2024

2/3 GPA Requirement

Course #	Course Name	Course #	Course Name
447	1910 Electrical Systems I	1920	3-Commerce Techniques for Small Business
452	1920 Diesel Engine Overhaul	1930	Information Systems & Technology Fundamentals
457	1930 Diesel Engine Operator Tune	1940	Computer Programming I for Java
462	1940 Introduction to Electrical and Computer Engineering	1950	Web Application Design
467	1950 3D Architectural Modeling	1960	Introduction to System Administration Linux/UNIX
472	1960 Applied AC Theory	1970	Computer Architecture & Systems Software
477	1970 3D Modeling Inventor	1980	Cyber Security Essentials
482	1980 3D Modeling SolidWorks	1990	Introduction to Business
487	1990 Introduction to Architectural Drafting & Design	2000	Principles of Leadership
492	2000 Introduction to Environmental Management	2010	2025 Written Business Communication
497	2010 Emergency Medical Response	2020	Foundations of Human Nutrition
502	2020 Emergency Medical Technician-Basic	2030	Manufacturing Processes and Systems
507	2030 Introduction to Emergency Services & Safety Training		
512	2040 Principles of Fire & Emergency Services Safety & Survival		
517	2050 Fire Behavior and Combustion		
522	2060 Personal Finance		
527	2070 First Aid		
532	2080 Medical Terminology I		
537	2090 Introduction to Hospitality Industry		
542	2100 Basic Computer Applications		
547	2110 Business Computer Proficiency		
552	2120 Integrated Software Products		

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## COURSE CLASSIFICATION LIST

### Academic Courses

2023-2024

Include Concurrent Enrollment and Live Instruction Options  
Use these for include/exclude

Course #	Course Name	Course #	Course Name
487A	1010 General/Cultural Anthropology	1020	Beginning French II
487B	1015 Introduction to Visual Arts	1030	Intermediate French I
491	1020 Basic Drawing for Non Majors	1040	Adventure & Discovery: Journey through the French World
497A	1025 Photography I	1050	Francophonie: Past, Present, and Future
497B	1030 History of Art from the Renaissance	1060	Paris City of Lights
498	1035 Beginning American Sign Language I	1070	Introduction to Sociology
499	1040 Intermediate American Sign Language I	1080	Beginning German II
500	1045 Elementary German	1090	Intermediate German I
505	1050 General Biology	1100	American Civilization
510	1055 College Biology I	1110	Humanities through the Arts
515	1060 College Biology II	1120	Beginning Japanese II
520	1065 Fundamentals of Biotechnology	1130	Intermediate Japanese I
525	1070 Introduction to Chemistry	1140	Intermediate English
530	1075 Beginning Chinese I	1150	Quantitative Reasoning
535	1080 Intermediate Chinese I	1160	College Algebra
540	1085 Exploring China-Past/Present and Future	1170	Probability
545	1090 Chinese Language: Tradition and Modernity	1180	Introduction to Waterlogging
550	1095 Chinese Popular Culture	1190	Introduction to Music
555	1100 Introduction to Modern/Contemporary Dance	1200	American Popular Music
560	1105 Economics as a Social Science	1210	Fundamentals of Music
565	1110 Introduction to Education	1220	Music Theory
570	1115 Introduction to Academic Writing	1230	Spain: History
575	1120 Intermediate Writing/Academic Writing & Research	1240	Survey of Physical Science
580	1125 Introduction to Literature	1250	Europe & Values
585	1130 Creativity and Entrepreneurial Thinking	1260	Europe & Values
		1270	Elementary Physics

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## Course

Classifications to determine instructor qualification requirements

## COURSE CLASSIFICATION LIST

### Academic Courses

2023-2024

2/3 GPA Requirement

Course #	Course Name
1000	Introduction to Political Science
1005	Introduction to Comparative Politics
1010	Comparing Identities of the Portuguese Speaking World
1015	Portuguese Popular Culture
1020	General Psychology
1025	Human Development: Life Span
1030	Introduction to Sociology
1035	Sociology of the Family
1040	Student Success Topics
1045	Beginning Spanish II
1050	Intermediate Spanish I
1055	Pop Culture: Film/Music/Entertainment
1060	Beginning German with Building Vocabulary
1065	Literature & Film: Contemporary Issues
1070	Introduction to Statistics
1075	Introduction to Theater
1080	Introduction to Film

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ACADEMIC COURSES

CTE COURSES

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# Reviewing Applications

## ACADEMIC

- A Master's Degree or higher in the CE course's academic field
- A Master's Degree or higher in any Academic field and at least 18 completed credit hours of graduate coursework in an academic field that is relevant to the CE course
- Qualifying experience, as determined by the institution of higher education

## CTE

- A degree in the course's Academic field
- A certificate in the course's Academic field
- Industry certification in the course's Academic field
- Qualifying Experience

## MATH

- Level 4 Mathematics endorsement and a Bachelor's Degree in Math or Math Ed
- A Master's Degree in Math or Math Ed
- A Master's Degree or higher in Math or Math Ed. and at least 18 completed credit hours of graduate course work in Mathematics

Instructor > CE Office > **Department Review** > CE Office > Instructor

**2 weeks for review**

**Approved**

Reply to email from CE Office that the applicant is approved

**Denied**

Provide a brief explanation of why denied so instructor can work on qualifications

# Training New Instructors

Instructors are asked to reach out to you to receive department training in their approval letter.

**Department training is required before instructor can begin teaching the course.**

Submit a visit form to notify the CE office that department training is complete.



## Training Could Include:

- Department Expectations
- Instructional Philosophy
- Assessment Methods
- Procedures
- Syllabus
- Textbook

# SITE VISITS

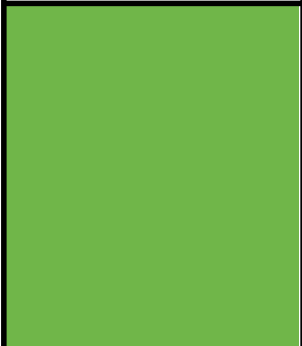
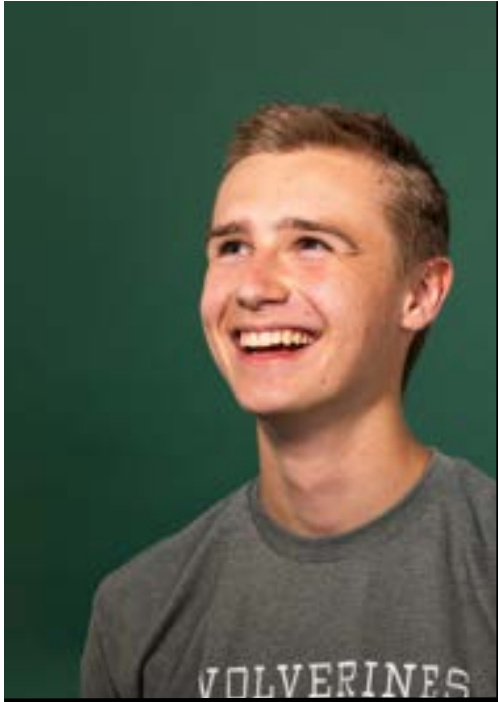
- Receive updated Instructor lists from CE office in Aug/Sept
- Reach out to your high school instructors to schedule in-person visit
- Fill out and submit visit form with instructor's signature

- Observation
- Reviewing Syllabus
- Recruitment Visit
- Discussing Curriculum
- Providing Feedback

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**Required:**  
One visit  
per  
instructor,  
per course,  
per year

After 3 years, a  
dept. can  
determine if the  
instructor is  
considered a  
veteran

A 2<sup>nd</sup> visit is  
optional  
depending on  
circumstances  
OR for  
recruitment

Veteran  
instructors can  
be visited every  
other year  
virtually (20 min.  
minimum)

# SITE VISITS



## Instructor Visits

### Current Instructor Visits

The purpose of the site visit is to ensure that the high school course being taught is consistent in course content, course delivery, and student assessment with the corresponding UVU on-campus course. Visits can include engaging with the students, observation, co-teaching, reviewing the instructor's syllabus, and recruitment to UVU. **One visit is required per year. Two visits are encouraged if needed.**

\*Be aware of when the instructor is teaching the course: Fall, Spring, and/or Full-Year.

### New Instructor Training Visits

After receiving approval, the instructor must be trained by the department before they can teach the course. This is a requirement set by USHE and our NACEP accreditors. In this training, the liaison should review the course curriculum, textbook, syllabus, the department's teaching philosophies, assessment methods, and any other information the department deems imperative to teaching the course. Training is encouraged to be on a one-on-one basis either in-person or virtually.

### Prospective Instructor Visits

During the application review process, the department may determine that they need to observe or converse with the prospective instructor to assist in the decision process. This can be done in person or virtually. This applies only to instructors who have submitted an application.

### Type of Visits

- In Person
  - All new instructors are required to be visited in person for the first three years.
- Virtual
  - Once you determine an instructor has reached "veteran status," visits can be made virtually via Microsoft Teams or Zoom every other year.
  - Virtual visits must be a minimum of 20 minutes long to receive compensation.

### Accepted Instructor Verification

- Instructor signature on the form (digital is accepted)
- Email jordanl@uvu.edu to submit the form with the instructor CC'd. Once the instructor responds, the visit will be processed.

### Submission

- Submit visits to Jordan Lee at jordanl@uvu.edu
  - In the subject line, please put: [Your Department] Site Visits
  - Visits can be submitted in bulk or one at a time.
  - For tracking purposes, submit forms within 60 days of the visit.

### Compensation

- Site Visits are compensated per course per instructor.
  - ex: A CE instructor teaches more than one course in your department, Liaisons can visit each course twice, per instructor.
- Compensation Rate
  - In - Person Visits: \$150 + Mileage Reimbursement
  - Virtual Visits: \$75
    - Payment can take up to 4 weeks to process
- Mileage report must be submitted within 30 days for reimbursement.

## Instructor Visit Form

Submit form to Jordan Lee at jordanl@uvu.edu

Date of Site Visit: _____	UVU Course Number: _____
UVU Liaison: _____	Instructor Visited: _____
Liaison UWD: _____	Instructor Email: _____
UVU Dept: _____	High School: _____

Visit Type: In-Person Site  Virtual  Length of Visit: \_\_\_\_\_

Instructor Type: Current Instructor  Prospective Instructor  New Instructor Training

### Check if Yes:

- High school syllabus and content represent the on-campus course and syllabus.
- Text book has been reviewed and approved by department liaison.
- The content covered is equal to college classroom rigor.
- Instructor's evaluation of student's work compares to on-campus evaluation.

### Description of Visit:

### Observation Notes:

### Feedback for Instructor:

### Comments/Concerns:

CE Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

UVU Liaison Signature: \_\_\_\_\_ Date: \_\_\_\_\_

UVU Concurrent Enrollment hosts an annual conference each Fall

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UVU CE is accredited by the National Alliance of Concurrent Enrollment Partnerships. This accreditation requires annual professional development of high school instructors by the institution

Departments provide a 45-minute breakout session with your instructors where you can:

- Bring in a guest speaker from the industry
- Reach out to the instructors before the conference and ask them what they would like to cover
- Review assignment examples or learn from each other about the different ways to do assignments





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# Syllabi Review

## Part 1:

CE office sends the current syllabus on file in April. If there is a more current version you'd like instructors to use, please send it. We post the syllabi for current instructors to use in their class, and for review by prospective instructors.

## Part 2:

In a site visit with the instructor, you will review the syllabus used in class. Instructors can add to the department syllabus but are instructed not to remove items.



## 504 ACCOMMODATIONS

These are the instructions that CE students and high school instructors receive for 504/IEP accommodations:

1

Complete the application for accommodations in the Clockwork Student Portal- sign in using their UVU ID/password.

2

Submit documentation either with the application or separately by emailing [accessibilityservices@uvu.edu](mailto:accessibilityservices@uvu.edu) (this can be a copy of an IEP or 504).

3

Meet with an Accessibility Counselor - schedule an appointment (virtual or in person) through the Clockwork Student Portal or call the Accessibility Services office at 801-863-8747.

If you need more in-depth instructions, they are available on the Accessibility Services [website](#).

# Additional Instructor Trainings

Throughout the year, there may be a need or opportunity to offer your high school instructors training in your discipline. The CE office is willing to offer extra support by:

- Communicating with high school instructors
- Scheduling rooms
- Providing lunch/snacks
- Stipends

If interested, contact me at [jordanl@uvu.edu](mailto:jordanl@uvu.edu)

\*Additional trainings must be coordinated through our office to ensure timely compensation for both you and your instructors through the proper policies and channels.



# Recruiting Events

**Briawna Simkins:**

[briawna.simkins@uvu.edu](mailto:briawna.simkins@uvu.edu)

**Cody Bolton:**

[cody.bolton@uvu.edu](mailto:cody.bolton@uvu.edu)

Concurrent Enrollment students are often referred to as “low-hanging fruit” for departments to recruit to their programs. We are here to partner with you and your department in these efforts.

- Bringing students to campus
- Department events
- Recruitment-focused site visits to high school

If interested, contact our Events and Outreach team.



# LIAISON COMPENSATION

Type	Time			Total Pay
New Liaison Training	30 Min			\$55
Site Visits	1 hour			\$150
Virtual Visits	20-30 min			\$75
Professional Development Conference	Pre Conference Prep: 3 hr	Conference: 45 min	Post Conference Follow Up: 1 hr	\$250
In Person New Instructor Training	30-60 min			\$150
Virtual New Instructor Training	30 min			\$75
In Person Prospective Instructor Visit	30-60 min			\$150
Virtual Prospective Instructor Visit	30 min			\$75
Additional Trainings	Full Day			\$200
	Per Hour, up to 3 hours			\$55
Mileage	From UVU to Site, back to UVU			Per State Regulation





**Thank you!**