



# Dual Enrollment Instructor Packet

Dear Dual Enrollment Instructor:

Thank you for your interest in teaching Dual Enrollment courses for GateWay Community College (GWCC). GateWay partners with Valley high schools to offer dual credit for academic and occupational classes. Dual Enrollment courses are held on high school campuses and are taught by high school instructors who have met community college hiring qualifications. By offering the Dual Enrollment option, we strive to ease the transition from high school to college and to increase the number of college-bound high school students in our community.

## Minimum Qualifications

Academic Courses	Occupational Courses
-a master’s degree in the teaching field, or	-the same qualifications as those listed for Academic Teaching Fields, or
-a master’s in any teaching field with 18 graduate semester hours in the teaching field	-a bachelor’s degree plus 3 years work experience in the field to be taught, or
	-an associate’s degree or 64 semester hours and 5 years work experience in the field to be taught
	-5 years’ work experience in the field to be taught
BOTH: EDU 250 - Teaching and Learning in the Community College -- or equivalent must be completed by the end of the first semester of teaching a Dual Enrollment Course	

**To apply**, complete the application packet and submit the following to the Dual Enrollment Coordinator at GWCC by April 14 for consideration for the fall semester; November 10 for spring semester. The review process may also include an on-site visit of your classroom and/or lab.

- Dual Enrollment Course Information Form
- Dual Enrollment Instructor Data Form
- Dual Enrollment Instructor Expectations and Responsibilities Form
- Resume
- Unofficial or Official Transcripts
- Provide a legible copy of your unofficial or official transcripts**
- Syllabus, including name and ISBN of textbook
- Letter of employment (occupational/CTE only)

All required forms are included in this packet. Once the instructor packet has been received and processed, the GWCC Dual Enrollment Office will contact you.

Thank you again for your willingness to partner with GWCC to provide dual credit opportunities for your students. Please contact us if you have any questions. We look forward to collaborating with you.

## Phoenix Union High School District DUAL ENROLLMENT COURSE APPROVAL

**Submit this form and required documentation to:**

Phoenix Union High School District, Curriculum Division (CES-3) 4502 North Central, Phoenix, AZ 85012

Name of High School \_\_\_\_\_

High School Course Title \_\_\_\_\_

High School Course Teacher (**print** full name) \_\_\_\_\_

Name of College/University \_\_\_\_\_

College Department Chair/University Dean (**print** name) \_\_\_\_\_

**Check Appropriate Semester for Credit Offering:**

Fall Semester Only Credit(s) \_\_\_\_\_ Spring Semester Only Credit(s) \_\_\_\_\_

Year Long High School Studies to Earn Credit(s) at end of Spring Semester \_\_\_\_\_

College/University Full Course Title(s)	Course Numbers	# of Credits
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Signature indicates course alignment sufficient to award both high school and college/university credits, verification of minimum teacher qualification according to HLC and/or school support for dual enrollment.**

\_\_\_\_\_ High School Course Teacher Signature \_\_\_\_\_ Date

\_\_\_\_\_ High School Instructional Leader Signature \_\_\_\_\_ Date

\_\_\_\_\_ Assistant Principal for Registration Signature \_\_\_\_\_ Date

\_\_\_\_\_ College/University Course Department Chair/Dean Signature \_\_\_\_\_ Date

\_\_\_\_\_ College/University Dual Enrollment Coordinator Signature \_\_\_\_\_ Date

\_\_\_\_\_ Content Specialist Signature \_\_\_\_\_ Date

\_\_\_\_\_ District Subject Area Curriculum Director Signature \_\_\_\_\_ Date

**Attach copies of high school course standards and college course competencies/university syllabus.**

MARICOPA COUNTY COMMUNITY COLLEGES

GateWay Community College

DUAL ENROLLMENT INSTRUCTOR DATA FORM

PERSONAL DATA

To Be Completed by Dual Enrollment Instructor – Please Print

NAME \_\_\_\_\_ SOCIAL SECURITY # \_\_\_\_\_

Print your full name exactly as it appears on your Social Security Card

ADDRESS \_\_\_\_\_

Street Address(with apt. #)

City

State

Postal Code

PHONE \_\_\_\_\_ PREFERRED PHONE \_\_\_\_\_

Check one: Cellular Work Other

Check one: Cellular Work Other

MALE FEMALE BIRTH DATE \_\_\_\_\_ EMAIL \_\_\_\_\_

EMERGENCY CONTACT \_\_\_\_\_

Name & Relationship

Home Phone

Work Phone

Have you ever worked for the Maricopa County Community College District before? Yes No

HIGHEST LEVEL OF EDUCATION ACHIEVED: Less than high school High school graduate Tech/business School

Some college AA Bachelors Some grad school Masters JD Doctorate MD DDS

ACKNOWLEDGMENT

By my signature below, I assert that all the information given in the "Dual Enrollment Instructor Data Form" is true and acknowledge understanding and agreement with all materials and conditions as stated. I understand that false information (misrepresentation or omission of information) may be the basis for termination of my role at CGCC. I authorize investigation of all statements contained herein and hereby release all parties from any liabilities that may result from furnishing such information.

Signature \_\_\_\_\_ Date \_\_\_\_\_

STATEMENT OF REGISTRATION STATUS

Per Arizona Revised Statute 38-201, effective September 20, 1988, "a male person born after December 31, 1960 is not eligible to hold any office, employment or service in any public institution in Arizona unless the person has registered with the selective service system." Revised 7/21/2010.

TO BE COMPLETED BY COLLEGE DEPARTMENT AUTHORIZER

Department: \_\_\_\_\_ Dates of service: FROM \_\_\_\_\_ TO: \_\_\_\_\_

Required for HRMS Enrollment

Does person need access to computer systems? Yes No Does person need an ID badge? Yes No

SUPERVISOR: \_\_\_\_\_

Print Name

Signature

Date

HIGH SCHOOL \_\_\_\_\_ SEMESTER: Fall Spring

Course(s) \_\_\_\_\_

For Employee Services use only:

HRMS entry \_\_\_\_\_ SIS ID # \_\_\_\_\_ Person ID # \_\_\_\_\_ Emailed Dept. \_\_\_\_\_

FERPA \_\_\_\_\_ Sent to D.O. \_\_\_\_\_ Processed by \_\_\_\_\_ Date \_\_\_\_\_

MARICOPA COUNTY COMMUNITY COLLEGES

GateWay Community College

### Dual Enrollment Instructor Expectations and Responsibilities Form

As a Dual Enrollment instructor responsible for the integrity of the Dual Enrollment course taught at the high school, I acknowledge and agree to the following:

- I am qualified to teach the assigned Dual Enrollment classes and have been approved by GWCC Faculty Chair/designee for the instructional area.
- I have provided all the necessary documents and information requested by the Dual Enrollment office to complete the GWCC's Dual Enrollment Instructor Packet.
- I will complete the online "Level II: FERPA – Role Access" tutorial and "Information Security & Privacy Awareness" tutorial through Canvas before I will be granted access to my dual enrollment classes.
- I understand I must complete EDU250, Teaching and Learning in the Community Colleges OR complete the free, non-credit "2016 Dual Enrollment Program in the Maricopa Community College District" Canvas module of EDU250 within my first semester of teaching dual enrollment.
- I will meet all college course competencies for the Dual Enrollment classes I teach and will use a college level textbook approved by GWCC's department chair/designee for each class.
- I will provide a college syllabus to the GWCC department chair/designee for approval. Once approved, at the beginning of each semester I am teaching, I will provide an updated copy of the syllabus to the Dual Enrollment office and a copy to all the dual enrollment students.
- I will complete required enrollment procedures by deadline dates:
  - Submit any drops or swapping of sections by students before 45<sup>th</sup> day
  - Certify my 45<sup>th</sup> day rosters online before deadline, if I fail to do this I may not be allowed to offer dual enrollment in the future
  - Submit final grades online within 5 days of the end of the semester
  - Complete GWCC's online course level assessment at the end of a semester
- I understand I will be observed three consecutive times for college course evaluation and then on an annual basis. I will cooperate with GWCC faculty chair when conducting college course evaluation and provide a copy of college approved syllabus to the evaluator.
- I will allow class time to administer classroom evaluations to students.
- I will inform GWCC as soon as possible in the event of the following situations: change in contact information, necessity of a prolonged absence, resignation, or any change in teaching status.
- I will communicate dual enrollment information to students which includes:
  - Assist students with testing sign up
  - Announce in class registration and payment deadlines
  - Email parents about dual enrollment opportunities and deadlines
  - Provide registration materials to potential dual enrollment students
  - Assist students with paperwork and answer questions

By signing below, I acknowledge my responsibilities and will retain a copy of this form for my reference.

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Print Name

Signature

Date

Gateway Community College  
Dual Enrollment

108 N. 40<sup>th</sup> Street  
Phoenix, AZ 85034

P: 602-286-8671  
E: [dual@gatewaycc.edu](mailto:dual@gatewaycc.edu)

11/1/16

## instruction section III

### AR 3.6 distribution of course syllabus

The MCCCDC strives to create a productive learning environment for all students. Students will be advised of course content and instructor expectations through a course syllabus. The course syllabus serves as an agreement between the instructor and student.

The instructor must present a course syllabus to students during the first week of a class (before the end of drop/add). A copy of the course syllabus must be submitted to the division/department office at the college no later than the end of the first week of class.

The following items must be included in the course syllabus:

- College name, Campus or Site
- Instructor's name and contact information for student support
- Course information
- Title, prefix, course number and section number(s)
- Academic term and year, e.g., Fall 2007
- Course description and/or overview
- Course objectives
- Grading standards and practices
- Attendance requirements
- List of required and recommended texts and materials
- Statement of student responsibility for the information in the syllabus.
- Statement of student responsibility for the college policies included in the college catalog and the student handbook
- Information about the availability of services for students that require special accommodations.
- Statement indicating that information included in the syllabus may be subject to change such as: "Students will be notified by the instructor of any changes in course requirements or policies."

An instructor may choose to include additional information, such as expectations for academic work, required format, due dates, penalties for late/missed work, extra credit, etc., as necessary.

ADOPTED through the Administrative Regulation approval process, December 8, 2006

## Minimum Requirements for Occupational Areas

The Occupational Teaching Fields require the following from an accredited college or university:

- the same qualifications as those listed for Academic Teaching Fields, or
- a bachelor's degree plus 3 years work experience in field to be taught, or
- an associate's degree or 64 semester hours and 5 years work experience in the field to be taught, or 5 years work experience in the field to be taught
- EDU 250 - Teaching and Learning in the Community College or equivalent must be completed within two years of date of hire

When using work experience in the field, please provide detailed letters of work experience as described below:

- Letters of work experience should be on company letterhead and should include specific dates of employment and a brief job description relative to the teaching field. Letters should come from either current or previous employers. There is no time limitation on letter of verification. Human Resources or supervisors can write the letter. Letters should be signed and dated. E-mails, faxes could be used as a means to receive the letters. These are not letters of recommendation, they are letters documenting work experience. (Sample Employment Letter on next page).
- Self-employment letters can come from an individual's client, supplier, colleague, lawyer, accountant, etc. The letters need to verify the type of business owned which should be relevant to the teaching field, and the specific dates of owning the business.
- Use time only once no matter how many employers the individual worked for during the same time period.
- Military DD214 forms can be used to verify employment. There is a box that contains duties which verifies the job and years completed.
- Teaching experience can be used when it is the only experience the field utilizes.  
Example: Aerobics, Martial Arts.

Sample Employment Letter

- ✓ Must be on company letterhead.
- ✓ Must include dates of employment and duties or tasks performed.

NOTE: This is not a letter of recommendation. It is a letter documenting your work experience.

Date

Gateway Community College  
108 N 40<sup>th</sup> Street  
Phoenix, AZ 85034

RE: Teachers Name

To Whom It May Concern:

John Doe was employed at Coconino Community College, Lone Tree Campus from January 2000 to March 2009. During this time frame John performed the following jobs:

- Computer Lab Assistant: John provided software support to students enrolled at CCC. He ran the open computer lab and helped with required record keeping, and hardware and software problems.
- Contact Training Instructor: John presented 8-hour contact training sessions on the various Microsoft and Corel software applications. He also presented Windows 10 and Internet session as well.
- Classroom Assistant: John supported instructors by operating the computer for presentation of lecture materials while the instructor conducted the lesson.

John demonstrated proficiency in the use of computer software while performing the above jobs.

If I can provide any other information, please contact me at (123) 456-7890.

Sincerely,

Human Resources/Your Boss/Your Colleague/ETC  
Title