

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
- Resume
- Unofficial Transcripts – Please provide legible copies
Official transcripts will be required once approved
- Current Certificates and/or Certifications
- Letters of Employment (occupational/CTE only)
- Syllabus, including name and ISBN of textbook
- High School Course Standards with Curriculum Map

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.

Sincerely,
Leah Smith-Thompson
Dual Enrollment Coordinator

108 N 40th Street, Phoenix, AZ 85040 • 602.286.8672 • dual@gatewaycc.edu

Minimum Requirements for Occupational Areas

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

- a master's degree in the teaching field, or
- a master's in any teaching field with 18 graduate semester hours in the teaching field, 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.

Expectations of High School Instructors Teaching for Dual Enrollment

Dual enrollment instructors must submit transcripts and/or documentation of work experience. Additional requirements that must be fulfilled to meet Maricopa County community Colleges District (MCCCD) expectations include:

- Annually completing the online FERPA training <https://maricopa.learn.taleo.net>
- Annually completing the online Information Security and Privacy Course (which includes FERPA I) <https://maricopa.learn.taleo.net> see page 2 for more information.
- Submitting your syllabus to the division chair, department chair, or assigned faculty member at your partner community college. Be sure that it includes all of the MCCCD Syllabus Requirements.
- Using college-approved textbooks and materials.
- Teaching your Dual Enrollment course(s) at a college level.
- Ensuring that your curriculum meets high school and MCCCD course competencies.
- Maintaining academic rigor.
- Adhering to the Maricopa Grading Policy.
- Certifying the 45th Day Roster online via the Maricopa Student Information System (SIS).
- Submitting final grades online via SIS.
- Attending professional development opportunities for Dual Enrollment instructors.
- Promoting Dual Enrollment in the classroom and support the registration process.

Dual Enrollment (DE) is a partnership that includes alignment to appropriate academic and service standards. Dual enrollment courses are verified by MCCCD instructional councils. MCCCD district-wide instructional councils are discipline-specific groups composed of one voting faculty representative from each of the Maricopa Community Colleges. The verification process includes examining competency alignment, the syllabus, materials, hours of instruction, class size, facilities, and availability of necessary equipment. MCCCD Executive Vice Chancellor and Provost approves all DE Courses for the DE Course Catalog. In addition, your partner community college will offer a discipline-specific orientation that will cover course philosophy and curriculum (including assessment criteria), administrative requirements, and potential professional growth opportunities. You will also be evaluated annually by the department/division chair or designee using established community college procedures.

DE On-line Course to fulfill EDU 250 Requirement: The purpose of the on-line course is to provide high school teachers, who teach courses for dual enrollment, with an overview of the MCCCD and the DE Program. The course is designed to fulfill the EDU 250 requirements for high school teachers who teach dual enrollment. Maricopa adjunct faculty are still required to fulfill the EDU 250 requirement per MCCCD Guidelines: <https://hr.maricopa.edu/supervisor-tools/policies>

High School Teachers teaching DE enroll in the DE Course via the Employee Learn Center (ELC) using the URL address: <https://maricopa.learn.taleo.net>

Below is the link for the instructions for the course:

https://maricopa.learn.taleo.net/files/upload/tts/elc/Dual_Enrollemnt_Find_Course_Instructions.pdf

108 N 40th Street, Phoenix, AZ 85040 • 602.286.8672 • dual@gatewaycc.edu

Annual Mandatory Training and Disclosures

The Maricopa Community College District (MCCCD) is committed to securing and protecting the data of our students, faculty and staff. In 2015, the District went through an extensive review and subsequent implementation of measures to support this commitment. One measure is to ensure that all employees and business partners are aware of their role and responsibilities in protecting information and preventing misappropriation of data. To this end, the District is requiring all individuals who have access to our data systems to complete a mandatory online learning plan annually. All Dual Enrollment teachers meet this requirement and will have to complete the course in order to continue to work within our technological systems and with any MCCCD student.

In our new administrative regulations, your role with the District is considered a Person of Interest (POI). You can find further information on this category at Person of Interest (POI). POIs are important as they may have a relationship with Maricopa in which they have access to information that is protected by law from inappropriate disclosure and misappropriation.

There are now two separate courses that fulfill different FERPA/student data access requirements. New employees should complete the courses required of their position within 30 days of their hire date and all current POIs annually.

Information Security and Privacy: In response to the ever-changing world of information security and privacy, this course is designed to familiarize you with Maricopa's security and privacy regulations. Because you have access to Maricopa's systems and networks, and, therefore, may have access to information that is protected by law from inappropriate disclosure and misappropriation, completion of the course is required. FERPA I in the Annual Information Security and Privacy Awareness Learning Plan is a pre-requisite for the FERPA: Level II course.

FERPA: Level II: In 1974, Congress enacted the Family Educational Rights and Privacy ACT (FERPA), which places restrictions on any school, college, or university receiving federal funds over the release of student records. In this course, you'll find information on the Maricopa County Community College District's (MCCCD) policies that were adopted to comply with FERPA requirements as well as other pertinent laws regarding access to other forms and official records. If you're an employee of MCCCD with access to student education records, you're obligated to comply with FERPA and to protect the confidentiality of student educational records in your possession. For more information about FERPA at MCCCD go to <https://distict.maricopa.edu/consumer-information/family-education-rights-privacy-act-ferpa>

In order to receive credit for completing the learning plans, you must pass each course quiz with a score of 80% or better. Your quiz scores will be immediately available and you may attempt each quiz as many times as necessary.

For accessibility/disability accommodations, technical issues, or if the learning plan is not showing as completed, contact the Center for Employee & Organizational Development at employee.development@domail.maricopa.edu, 480.731.8209

Name of High School _____

High School Course Title _____

High School Course Teacher (**print** full name) _____

College Department/Division _____

Note: Courses offered for dual credit through GWCC must be listed in the Maricopa County Community College District (MCCCD) Dual Enrollment Catalog. The catalog can be accessed online by going to <https://asa.maricopa.edu/departments/office-of-student-affairs/programs/dual-enrollment/dual-enrollment-course-catalog>.

List all courses you are requesting to offer or teach for dual credit. Provide the GWCC course number, name and the corresponding course at your school. The first row is an example.

College			High School	Semester
Course Prefix	Title	Credits	Title	Fall, Spring, or Yearlong
<i>e.g. MAT142</i>	<i>College Mathematics</i>	<i>3</i>	<i>College Math</i>	<i>Fall/Spring</i>

*If more than one college course is listed, will the students be required to enroll in both courses? Yes No

Signature indicates course alignment are approved to award both high school and college/university credits, verification of minimum teacher qualifications have been met according to HLC.

High School Course Teacher Signature Date

High School Dual Enrollment Contact Signature Date

High School District Dual Enrollment Liaison Signature Date

College Course Department Chair/Designee Signature Date

College Dual Enrollment Coordinator Signature Date

Attach copies of high school course standards with curriculum map, college course competencies syllabus (template will be provided) and sample of course assessments.

PERSON OF INTEREST ___
CONTINGENT WORKER ___

GWCC Human Resources
108 N 40th Street
Phoenix Arizona

Please mark one.

Human Resources Referral Form

MCCD Supervisor:	Supervisor Position Number:
Department:	Department Number:
Person of Interest Type:	Position Number:
Has the employee worked for MCCD previously? No___ Yes___	
SIS Access Required? Yes___ No___	Key card access? Yes___ No___
If SIS Access is required then include Academic Org/Course Info:	
Notes:	

Employee's Legal Name:		Social Security Number:
Date of Birth:	State of Birth:	Gender:
Address:		Email:
Cell Phone Number:		Additional Number:
Highest Level of Education Achieved:		
Emergency	Name:	
Contact Info	Work Phone:	Home Phone:

Data section for HR use only.

EmpID:	SISID:	MEID:	HCM Entry Date:	Notification Date:
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MCCCD ONLINE POLICY MANUAL
Instruction Section III
3.6 Distribution of Course Syllabus

The MCCCD 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 or referenced 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 2016
 - MCCCD Course Description and/or Overview
 - Course format, e.g. Online, Hybrid, Face-to-Face
 - Credit Hours
 - Instructional Contact Hours and Minimum
 - Expectations for number of hours spent out-of-class to complete coursework (See [Federal Credit Hour Definition](#))
- MCCCD Course Competencies
- Grading standards and practices
- Attendance requirements
- List of required and recommended texts, materials and technologies.
- 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.
- Statements, as applicable, to inform students of the use of third-party learning tools, course-level integrations (LTIS) in the Learning Management System (E.g. Publisher Tools), social networks, combined (cross-listed) sections, proctored/monitored exams and plagiarism detection.
- 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.

For more information, please visit the Maricopa Syllabus Resource Center at:

<https://mcli.maricopa.edu/faculty-professional-development/maricopa-syllabus-resource-center>

Adopted through the Administrative Regulation approval process on December 8, 2006.

Source: <https://chancellor.maricopa.edu/public-stewardship/governance/administrative-regulations/3-instruction/3.6-distribution-of-course-syllabus>



Gateway Community College at (insert partner high school name)

Dual Enrollment in

(insert course title, prefix, course # and section #)

Course Syllabus - term year, e.g. Fall 2013

Statement of Intent

This Dual Enrollment college course is provided through collaboration of Gateway Community College (GWCC) and (partner high school). This course is governed by the policies and procedures of GWCC and the Maricopa County Community Colleges District (MCCCD). Concerns about assignments, grades, attendance, discipline, etc. will be managed according to those policies and procedures. Access to further information and assistance may be found in the MCCCD Online Policy Manual at <https://chancellor.maricopa.edu/public-stewardship/governance/online-policy-manual>.

Instructor

Name: (insert)

Office phone #: (insert)

E-mail address: (insert)

Course Information

Description:

Course credit hours: X semester hours (insert semester hours @ X)

Begin / End Dates: (insert dates)

Course Location: (insert high school name & room #)

Required Textbook & Materials: (insert title of textbook & author's name)

ISBN #: (insert textbook ISBN #) (please keep all info at & above this line on page 1)

Publisher: (insert publisher name)

Suggested Materials, Reading List: (insert info of delete this item)

Student Learning Objectives

(list course-specific Learning Outcomes / Objectives / Competencies)

Assignments & Academic Calendar

(list course-specific Learning Outcomes / Objectives / Competencies)

GWCC Grading Policy

(insert specific department policies)

Grades:

Instructor Policies & Attendance

(insert instructor policies, make-up test policy, extra credit, late work, etc.)

Attendance:

GWCC Withdrawal Policies

Students who wish to withdraw from a course must file a completed Schedule Change Form in the GWCC Admissions & Records Office. "failure to file an official withdrawal form with the college within the published deadlines may result in failing grades and responsibility for course tuition and fees (AR2.3.6).*

Last day to withdraw

- Without instructor signature - (insert date provided by the Dual Enrollment Coordinator)
- With Instructor signature - (insert date provided by the Dual Enrollment Coordinator)

Failure to drop a class after registration, regardless of nonattendance or nonpayment, does NOT release the student from financial obligation incurred at the time of registration.

Note: Additional information regarding GWCC policies on Tuition and Refunds can be found at:
<https://www.gatewaycc.edu/tuition>

GWCC Academic Integrity / Civility Statement

To establish a positive learning environment for this class:

Instructors are expected to be professional, courteous, respectful and empathetic to students:

- Begin and end class on time
- Be prepared for each class
- Provide academic feedback and grade assignments in a timely manner.
- Be available for individual consultation.
- Clarify assignments and inform students of any adjustment to the class schedule.

Students are expected to be reflective, courteous, respectful, and empathic to classmates, instructor and other College staff assisting in your learning:

- Be in class and be on time.
- Be prepared for class sessions.
- Participate in class activities.
- Follow instructions and complete assignments.
- Keep up with and turn in assignments by the due dates.
- Put forth your best effort.
- Ask questions when you don't understand.
- Maintain knowledge of your grade status.
- Contact instructor right away about concerns or situations that interfere with your success in class.
- Comply with policies found in the College catalog and student handbook.

Academic Misconduct

Academic misconduct includes, but not limited to, cheating, plagiarism, excessive absences, use of abusive or profane language, and disruptive or threatening behavior. This may result in grade adjustment or course failure.

Statement of Student Responsibility

Students are responsible for reading and adhering to the content of this syllabus. Students are also responsible for following college policies included in the college catalog and student handbook. Information can be found at <https://www.gatewaycc.edu/cataolg>

Disclaimer

All provisions in this syllabus are subject to revision by the instructor. Such revisions, if any, will be announced in class. The student is responsible for making note of all such announcements concerning syllabus revisions and assignments, and, in case of absence or tardiness, to contact the instructor to determine if any such announcements, revisions, or assignments were made while the student was absent from class.

Resources

Additional information regarding GWCC policies and information about the availability of services for students who require special accommodations can be found at: <https://www.gatewaycc.edu/disability-resources>