



FACULTY LIAISON HANDBOOK

Early College Program

2023-2024



Idaho State
University

Program Profile

Welcome to the Early College Program at Idaho State University! The Early College Program allows Idaho State University and Idaho high schools the opportunity to offer college level courses to high school students at a significantly reduced price while earning high school credit at the same time. This in turn will save students money and time. The success of our program is based on the collaborative efforts between the Early College Program and high school instructors, principals, school counselors and the academic departments on campus.

Dual credit in Idaho started with a mandate from the State Board of Education in 1998. However, Idaho State University's Early College Program began as a pilot program in 1994 with only two high schools in Pocatello School District #25 offering dual credit courses. The program has since grown to 43 high schools offering classes for dual credit through Idaho State University's Early College Program, and over 27,000 credits offered to high achieving students each year. Additionally, students have the opportunity to complete an Associates Degree and/or Basic Language Certificate in Spanish.

Program Benefits

- Allows students to earn college credits while in high school
- College credits earned are put on an Idaho State University transcript and include a GPA
- Accelerate student degree completion and thereby lowering the overall expense of college
- Students learn how to prepare to take college level courses through critical thinking
- In many instances, ISU courses are easily transferable to other colleges and universities
- Allows high school teachers the opportunity for professional development as well as instructor credentials

Early College Program Contacts

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Faculty Liaison Assignment and Responsibilities

Faculty Liaison Assignment

Academic support is provided to high school instructors through the corresponding department at Idaho State University. Each instructor is provided with a department faculty liaison that helps with all needs in relation to teaching a college course. Each year the Early College Program staff will send a list of dual credit instructors and courses to the respective department chair. The department chair will assign a faculty liaison to work with each high school instructor to provide curriculum and instructor support. At the beginning of the academic year, the Early College Program will send faculty liaison notifications to ISU faculty listing the high school instructors and courses they will have oversight for. Faculty liaisons will also receive compensation letters approximately two-weeks after each ECP term registration deadline in which they have course oversight.

Faculty Liaison Responsibilities

- Communicate department information each semester to high school instructors. Include high school instructors in department correspondence, listserv, academic notices, and general information.
- Inform high school instructors of current liaison.
- Supply high school teachers with current sample syllabi, sample exams, and other course materials.
- Supply high school teachers with desk copies of current textbooks.
- Assist high school teachers/school districts in selecting department approved textbooks.
- Request, review, and approve course syllabi annually making sure it in ECP syllabi template and has important deadline dates.
- Assist department chair with or hold department New Course Orientation Training for new ECP instructors when applicable.
- Submit New Course Orientation Training tracking form with agenda and materials to the Early College Program per NACEP requirements when applicable.
- Assist department chair with or hold annual department professional development for all ECP instructors.
- Submit Annual Professional Development tracking form with agenda and materials for all professional development activities provided for ECP instructors to the Early College Program per NACEP requirements.
- Visit high school instructors on-site the first year of approval and at least every two to three years following the initial visit or work with teachers in on-campus department meetings.
- Communicate at least once per month via email or phone.
- Submit liaison report forms on each of your assigned instructors to both the Early College Program and your department chair.
- Be available to give presentation(s) of discipline-specific lectures to Early College Program students.
- Provide guidance concerning grading policies of the department.
- Discuss the college experience with high school students. This may be done when faculty visits the high schools or when high school students visit our campus.
- Assist Early College staff with department tours when teachers/students visit campus.

Faculty Liaison Mentor Responsibilities

Faculty Liaison Mentors will have oversight for ECP instructors who are participating in the ECP Waiver Program (working on a Master's degree in lieu of receiving a stipend for teaching dual credit courses). A Faculty Liaison Mentor will have the same responsibilities of a faculty liaison (as listed above) as well as these additional oversight and mentoring responsibilities to include but not be limited to:

- Minimum of 2 site visits per length of the course term
- Site visit reports for all site visits
- Monthly communication with the instructor during the course term
- Participate in the discipline specific orientation of new instructor
- Approve course syllabi prior to starting courses

Idaho State University Curriculum/Syllabus

Course requirements and curriculum for an Idaho State University class taught on the high school campus is the same as curriculum for the class taught on the university campus. Instructor qualifications, syllabi, assignments, textbooks, exams and grading requirements are also equivalent. Courses are only offered through one higher education institution for dual credit. In other words, the course being offered can only be offered for dual credit at Idaho State University. This complies with Idaho State University Policy and NACEP accreditation requirements

Textbooks

Course instructors need to have course textbooks approved through the academic department. Most high schools will purchase and provide textbooks to students enrolled in the course. If students are required to purchase textbooks, they can purchase them at the university bookstore or on-line at <https://isu.bncollege.com/>

Faculty Liaison Site Visits and Travel

Site Visits

As part of NACEP accreditation faculty liaisons are required to conduct site visits to observe course content and delivery, student discourse, and rapport to ensure the courses offered through the Early College Program are equivalent to courses offered on campus. Faculty Liaisons are also forming and fostering relationships that help our program and our students. High school instructors should receive a site visit in the first year of teaching their dual credit course. Veteran instructors should receive a site visit at least every two to three years following the initial visit as determined by the department. A faculty liaison will submit a report the year they visit the instructor (Appendix H). The form can be found on the Early College program website at to the designated department liaison report file in box.com no later than the required deadline for the semester of the course per Faculty Liaison Reporting listed on page 7.

Faculty Liaison Travel

Since travel is required in order to do a site visit, travel expenses will be covered by the Early College Program. The following travel policy will be followed when conducting site visits. If a faculty liaison is visiting a school that is over 50 miles from their primary workstation (per state of Idaho travel policy), we recommend using Enterprise. If liaison prefers to take their own vehicle, they will be reimbursed the current cost of a daily rental rate from enterprise (\$37.29) and gas at the current local gas rate of 25 miles per gallon from Pocatello (or starting location) and back. Allowable mileage will be computed according to an online map software such as Google Maps or MapQuest.

If a liaison is required to visit a school with an 8:00 am class start time that is more than a 2-hour drive from their primary workstation, they would also be reimbursed for an overnight stay and per diem as the current state rates. Travel authorizations must be submitted and approved prior to traveling. In submitting the travel reimbursement, liaisons certify that all expenses comply with policy, are correct, and were incurred in performance of university-related business. Reimbursement must be filed within 30 days of travel.

Vicinity mileage is not reimbursable. This would include travel within 50 miles of your Official Primary Workstation city and includes the Pocatello, Idaho Falls and Meridian city limits.

Faculty Liaison Compensation and Payment

Liaison Compensation

Idaho State University academic department faculty liaisons will receive compensation for providing curriculum oversight and support to high school instructors. Faculty Liaisons will receive \$1,000 for the first section and \$250 for each additional section of the same course, with sufficient enrollment, during the academic year. For compensation purposes, sufficient enrollment is defined as an instructor having a minimum enrollment of seven students for one section and an average of 10 with no less than 20 for two sections, 30 for three sections and so on and so forth for a course that is offered for two or more credits taught in the same semester/trimester. Compensation for a one-credit course will be determined by the number of students registered. Compensation may be reduced for courses with less than seven students. Liaison Mentors will be compensated an additional \$500 per instructor.

Compensation Notification/Payment

Faculty compensation will be computed the day after each ECP registration deadline. ECP staff will look at each course enrollment to determine compensation and send a letter to each faculty liaison indicating the amount and date of payment. Compensation is paid at the end of each course term. If a course is offered over a period of two or more terms, two compensation payments will be made. Final payment or additional payments will not be made until all liaison reports are submitted to the Early College Program through the appropriate box folder. Payment will be entered on a timesheet by ECP staff. During the payroll period for each payment, you will notice an additional timesheet in BengalWeb. Please keep in mind that you do not need to do anything with this particular timesheet, hours corresponding with your compensation will be entered by ECP staff.

Payment Schedule

High School Term	Compensation Date
First Trimester, Fall Semester, First/Second Trimester and Year-long Courses	December 8, 2023
Second Trimester and Second/Third Trimester Courses	March 1, 2024
Spring and Third Trimester Courses	May 10, 2024
Summer Courses	August 2, 2024

Faculty Liaison Mentoring

Mentoring is a partnership between two people that support a professional and personal development approach in which an experienced person assists another in developing skills and knowledge. A Mentor gives advice, encouragement, support and leads by example through his/her expertise in a subject skill and departmental and institutional knowledge.

In other words, a mentor is a trusted advisor in whom the mentee can learn from and can be used as a sounding board for issues in the day-to-day working environment while providing assistance in problem

identification, problem solving, and career management. A Mentee will be rewarded with a relationship that can guide their career, provide social and political skills, and assist them in building their careers with their own style and creativity, using the skills and knowledge gleaned from their association with their mentor. Mentoring relationships can last for a few weeks or for many years and can be very beneficial to both the mentor and the mentee.

Mentoring Methods (Hood & Boyce, 144)

- Teach and Guide
- Advise and Counsel
- Sponsor and Protect
- Role Model
- Validate
- Motivate & Encourage
- Communicate
- Be Subtle and Don't Accept Credit
- Identify Professional Contacts

Mentoring Principles/Guidelines:

- Encourage the exploration of ideas and risk taking in learning
- Provide appropriate and timely advice
- Serve as a confidant for work-related issues
- Help mentee to shift his/her mental context
- Confront negative behaviors
- Suggest appropriate skills training
- Serve as a source of information and resources

Benefits and Responsibilities of a Mentor

- Represents making a difference to the mentor, profession, and ISU
- Introduces mentee to ISU culture
- Develops new professional relationship
- Increases experience and skills for career development
- Teaches the mentee about a specific issue
- Coaches the mentee on a specific area.
- Facilitates the mentee's development by sharing resources and networks
- Focuses on the mentee's overall development

Benefits and Responsibilities of the Mentee

- Expands personal networks
- Increases self-awareness, confidence, and discipline
- Potential of accelerated development and growth
- Positive and constructive feedback on personal and professional development issues
- Helps to acclimate the mentee to his or her job and ISU culture more quickly
- Helps employees feel more in touch with the university socially and professionally
- Results in a greater awareness of organizational politics and culture
- Be open to receiving feedback and coaching
- Takes responsibility for own professional growth and development
- Seeks challenging assignments and new responsibilities

Bibliography:

Hood, Stafford L., and Jennifer Boyce. "Refining and Expanding the Role of Professional Associations to Increase the Pool of Faculty Researchers of Color Through Mentoring." *Diversity in Higher Education: Mentoring and Diversity in Higher Education*, Ed. Henry T. Frierson, Jr. Greenwich: JAI Press Inc., 1997. 141-159.

Mentoring Handouts from ISU Human Resources and Career Center

Mentoring Resources

<http://www.sciencemag.org/careers/2010/10/top-10-tips-mentors>

<https://triec.mentoringsoftware.com/common/pages/UserFile.aspx?fileId=440309>

Faculty Liaison Course Assessment and Evaluations

Classroom Observation

Faculty liaisons will contact instructors to set up an observation of their course sometime during the term of the course. Faculty liaisons are responsible for ensuring that the Idaho State University department curriculum is being taught. Liaisons are available to instructors for help in regards to syllabi, course content/delivery, and professional development.

End of Course Evaluation

NACEP accreditation and program policy requires all students have the option to evaluate their course at the end of each course. Evaluations are conducted via Qualtrics survey instrument. Survey web links will be sent to the course instructor by the Early College Program and should be proctored by a third party. After evaluations are compiled, the instructor will receive a copy of the report. Note: evaluations are anonymous.

Faculty Liaison Reporting

Faculty liaisons are required to submit a Liaison Reporting form (Appendix H) for each section of a dual credit course they are assigned. The report should be submitted to the Early College Program via box.com file, the liaison's supervisor, and the high school instructor by the deadline listed below during the academic year of the course. The report form can also be found on the Early College Program website at www.isu.edu/ecp under the Faculty Liaison tab.

Faculty Liaison Report Deadlines:

High School Term	Deadline
First Trimester (T1)	December 1
Fall Semester	January 15
First & Second Trimester (T1 & T2)	March 1
Spring Semester	May 1
Year-long Course	May 1
Third Trimester (T3)	May 1

High School Instructor Information

All academic appointments are made through discipline specific departments at Idaho State University, including courses offered on a high school campus. First-time applicants must complete and submit a “High School Adjunct and Course Request” form (Appendix A) to the Early College Program office along with their curriculum vitae or resume, official college transcripts, letter(s) of recommendation and a teaching philosophy statement in relation to offering a college level course (Checklist, Appendix B) by the required deadline (see below). The forms can also be filled out electronically on our website at <https://www.isu.edu/ecp/high-school-instructors/become-a-dual-credit-instructor/>. Upon approval, high school instructors (adjunct/affiliate faculty) will work with an Idaho State University department liaison to develop an approved syllabus and review textbook guidelines as well as attend a course orientation workshop.

Submission Deadlines:

Time Frame	Materials to be Submitted by High School Instructor
Fall - July 1 Spring - Nov. 1	Submit application materials for new instructors/new courses.
Upon Approval of Course	Submit W4, I9 and PARTS Forms

High School Instructor Qualifications

High School instructors must meet the same qualifications as those met by all Idaho State University adjunct faculty members within the academic department. Most academic departments require adjunct faculty members to hold at least a Master’s degree in the content area of the course requested. For additional information visit our website at www.isu.edu/media/libraries/early-college/Required-Adjunct-Criteria-by-Course.pdf

High School Classroom Qualifications

Whenever possible, it is recommended that only high school students registered for the ISU course be in the high school class. While a mixed classroom population is acceptable, Idaho State University’s academic departments are committed to providing students enrolled in ISU courses on the high school campus with an educational experience that approximates, as closely as possible, the experience they would have if taking the same courses on ISU’s campus. It is especially important for all students in a class to have the appropriate prerequisite skills. Students lacking those skills not only do poorly but affect the focus of the class, to the detriment of those who are prepared to learn the higher-level material.

Idaho State University can have course caps and those must be followed. Minimum and maximum class limits must be followed. Generally, a minimum of seven students is required for any ISU course offered on a high school campus. The Early College Program and/or the academic department will inform instructors teaching course(s) with an established class maximum.

Adjunct/Affiliate Faculty Information

Instructor Responsibilities:

- New instructors must attend the Early College Program’s Administrative Orientation and Department Course Orientation Workshops prior to teaching their course(s).
- All instructors must participate in annual departmental discipline-specific professional development

- Work with an assigned academic department faculty liaison.
- Submit yearly course syllabus to department liaison/chair for approval prior to starting the course. Include **registration, drop, and withdraw** deadlines (Syllabus Template, Appendix C) as well as ISU objective information if applicable (see www.isu.edu/ecp).
- Upload department approved syllabus to ECP department syllabus folder in box.com prior to course registration number (CRN) being created.
- Notify Early College Program office of class times including term start and end dates as soon as schedule is set each year/term (Course Timeline, Appendix D).
- Distribute course syllabus to students including **registration, drop, and withdraw** deadlines. Refer to www.isu.edu/ecp/registration/deadlines for appropriate dates (Appendix E).
- Facilitate Early College Program admissions and registration procedures.
- If teaching a course that requires a prerequisite or test score, make sure students have met the required prerequisite. Refer to www.isu.edu/ecp/registration/prerequisite-and-placement-scores. If not met, make arrangements for them to take the appropriate placement test.
- Submit copies of official placement test scores or official high school transcripts with ACT/SAT test scores to the Early College Program via box.com prior to ECP registration
- Submit unofficial college transcripts for proof of prerequisite placement to the Early College Program via box.com
- Submit high school roster to box.com if they would like the ECP staff to help track the progress of the students (see additional information on page 5 under class rosters)
- **Review BengalWeb class list** with students prior to the drop deadline to ensure students are registered and in the correct class. Notify ECP staff if you have students listed who are not in your class. Update class roster in box.
- Provide a copy of the BengalWeb classlist, after the deadline, to your school's Advance Opportunities liaison.
- Advise ECP students who transfer out of your class of drop/withdrawal procedures. Just because they drop the high school class does not automatically drop them from the college class.
- Inform students of mid-term D and F grades, and withdrawal options and deadlines (midterm grades do not need to be recorded in BengalWeb).
- Distribute Qualtrics survey link for class evaluations at the end of the course. If you have not received the link at least three-weeks before the end of your course, contact the ECP Office.
- Submit final student grades in BengalWeb by appropriate deadline (Important Dates, appendix E).
- Follow FERPA (Family Educational Rights and Privacy Act) guidelines (see www.isu.edu/registrar/student-resources/ferpa/#d.en.14158).

Instructor Benefits:

- Adjunct or Affiliate Credentials.
- Collaborate with Idaho State University faculty on professional projects.
- Explore networking possibilities with other adjunct instructors teaching on a high school campus.
- Access to Idaho State University facilities such as libraries, computer labs, and email.
- Course facilitation through Moodle.
- With sponsoring faculty and/or department approval, authorization to apply to granting agencies in the name of Idaho State University in accordance with regular university procedures.
- Bengal Card – Discounts for Idaho State University events (where available).
- Stipend (where applicable).

Non-Compliance Policy

All approved Early College Program instructors (adjunct and affiliate faculty) must comply with policies and procedures of Idaho State University and the Early College Program. Instructor appointments are done on a yearly contract basis. Instructors are in non-compliance when any of the expected instructor responsibilities are not met. Should an instructor's status be changed to non-compliant, they are not eligible

to teach dual credit courses starting the next academic year, per Idaho State University policy. Each instructor in non-compliance of university policies and procedures will be handled on a case-by-case basis.

Student Information

Student Eligibility

In order to enroll in the Early College Program, high school students must have a minimum 2.7 cumulative GPA, be at least 16 years of age or have completed half of their high school requirements, and have consent from a parent/guardian. Students who do not meet the age or GPA requirement may enroll if recommended by a high school official.

Student Admission, Registration and Withdrawal Process

Five-Step Registration Process

For a student to be fully registered in a dual credit class they must (1) apply to the university as an Early College Student, (2) complete the Dual Credit Student-Parent/Guardian Consent Form via DocuSign, (3) get their username and password via email the student applied with, (4) register for dual credit courses, (5) request Fast Forward funding if applicable (Appendix I)

Admission-Steps One and Two

In order for a student to take Early College Program classes, they must be admitted to the university as an Early College Program (non-degree seeking) student. They can apply online at www.isu.edu/apply/early-college/ (Step One). After submitting an on-line application, students must also submit a Dual Credit Student-Parent/Guardian Consent Form found on our website at www.isu.edu/ecp/forms/ (Step Two, Appendix J). Note: Students who are non-citizens will also need to submit a green card or permanent resident card in order to be admitted. Once the completed application and consent form are received by the Early College Program office, the student will be admitted and emailed information about claiming their account. Application instructions and permission forms are available at www.isu.edu/ecp/forms/

Registration Process-Steps Three and Four

The Early College Program staff will contact each instructor at the start of their course to schedule a visit to help students register. Students must be admitted to the Early College Program in order to obtain a username and password to log into BengalWeb (Step Three) and register for classes (Step Four). In order for a student to register for English, math, and most science courses, they need to have submitted, to the Early College Program office, the appropriate placement scores (see chart below) or unofficial college transcript showing proof of grade for pre-requisite course taken. Should a registered student decide to no longer take a course for dual credit, they may drop the course by the registration deadline without penalty and will not be assessed a fee for the course. If a student decides to drop the course after the deadline it is considered a withdrawal (see withdrawal policy below).

Registration Deadlines

- Fall semester, 1st trimester, 1st & 2nd trimester, & year-long classes is **October 6, 2023**
- 2nd trimester and 2nd & 3rd trimester classes is **January 12, 2024**
- Spring semester classes is **February 16, 2024**
- 3rd trimester classes is **March 29, 2024**
- Summer classes is **June 21, 2024**

Placement Scores

Course	ACT Score	SAT Score	ALEKS	The Write Class™
BIOL 1101	17 (Math)	460 (Math)	30	NA
CHEM 1101	23 (Math)	560 (Math)	46	NA
ENGL 1101	NA	NA	NA	200
ENGL 1102	NA	NA	NA	300
MATH 1143	23 (Math)	560 (Math)	46	NA
MATH 1144	27 (Math)	640 (Math)	61	NA
MATH 1147	23 (Math)	560 (Math)	50	NA
MATH 1153	23 (Math)	560 (Math)	46	NA
MATH 1170	29 (Math)	680 (Math)	76	NA
PHYS 1111	27 (Math)	640 (Math)	50	NA

Request Fast Forward Funding-Step 5

Students in grades 7-12 attending public schools in Idaho have an allocation of \$4,125 to use towards the cost of overload courses, dual credits, and college credit bearing exams. In order to request funding a student will need to create a Fast Forward Account and turn in an Advanced Opportunities Participation Form to their school district. For additional information go to <http://www.sde.idaho.gov/student-engagement/advanced-ops/>. Once an account has been set up, the student (or in some cases the school district representative) will need to request funds for each course the student is taking. NOTE: If a student fails to earn credit for any course for which Fast Forward funds were used, the student must pay for and successfully earn credit for courses taken the following semester before they can access additional Advanced Opportunity funding.

Advanced Opportunities Deadlines

Term	Student Access/ Data Entry Window	District Submission Deadline
Fall 2023	April 07-October 6	November 17, 2023
Spring 2023	November 20-March 08	May 17, 2024
Trimester 1- 2022	April 07-October 6	November 17, 2023
Trimester 2- 2022	November 20-March 08	May 17, 2024
Trimester 3- 2023	November 20-April 5, 2024	May 17, 2024

Student Withdrawal Process

Students who for medical, academic, or personal reasons can choose to withdraw from an Early College Program course before the withdrawal deadline (Appendix E). Students withdraw from a course by logging into their BengalWeb account and clicking the add/drop classes link under Academic Tools. A screen will come up that lists each course they are registered for in that semester. The student will select “withdraw” from the drop-down box for the respective course, and click submit changes. When a student withdraws from a class a “W” will be placed on their transcript and will not count toward their GPA. However, there is no tuition refund for withdrawn courses and may affect Fast Forward funding and future financial aid. Students who need to withdraw after the deadline will need to contact the Early College Program to request a late withdrawal petition.

Taking a Course on an Idaho State University Campus

Students can also take on-campus courses for a discounted rate of \$75 per credit. In order to register for an on-campus course, the student will need to be admitted to the Early College Program and submit an Assumption of Liability Waiver (Appendix K), meet any course prerequisite, and meet with an Early College Program advisor. On-campus courses are subject to on-campus registration and payment deadlines and may have additional fees. Students may also be required to purchase textbooks and have a campus parking permit.

Student Benefits

Cost

Courses taught in the high school are \$75.00/credit. Early College Program students who are at least 16 years old can also take courses on the Pocatello, Idaho Falls, or Meridian campus for \$75/credit.

Bengal Card

A Bengal Card is the student’s ISU identification card and is used to gain access to student benefits. Bengal Cards are free for registered students and can be obtained at the Student Union Connections desk in Pocatello and Idaho Falls or at the Health Science Center in Meridian. To get a card, students will need to bring a photo ID and be currently registered for an Early College Program course. If a student is not able to come to campus to get their Bengal Card (and have never received a Bengal ID Card), they can request to have the Bengal ID mailed to them by doing the following:

- Upload your Bengal ID photo using the [Bengal ID online order form](http://www.isu.edu/campusconnection/get-your-bengal-id/) which can be found at (www.isu.edu/campusconnection/get-your-bengal-id/). The website explains the guidelines for an acceptable ID photo and provides a link to upload your photo and provide your name and Bengal number
- When you fill out the form, choose the campus option for Online/Pocatello/Idaho Falls.
- You will receive an email from infodesk@isu.edu to confirm whether or not your photo has been approved.
- When you receive an email that your photo has been approved, reply that you are an Early College Program (ECP) student and provide your mailing address. Your Bengal ID will be mailed from the Pocatello campus within the next 24 hours (longer on weekends). It may take up to 5 business days to receive your ID, depending on your location in Idaho.

Bengal Cards are used for campus activities including usage of Reed Gym, checking out books at the library, or tutoring services through the Student Success Center including the Math Lab and Writing Center.

Reed Gym

Early College Program students have the opportunity to use Reed Gym for \$50.00 per ISU semester. All users must be registered for at least one Early College Program course, be at least 16 years of age, and have signed permission from a parent, per Campus Recreation Policy. Memberships can be purchased at the Campus Recreation Office in Reed Gym. For additional information call 208-282-4854.

Student Success Center

Students enrolled in Early College Program courses have access to the Idaho State University Student Success Center. Students can receive free tutoring in writing and math. Please visit their website for additional information at www.isu.edu/success

Students Attending Idaho State University after Graduation (Degree Seeking)

Students who plan on attending Idaho State University after high school graduation will need to fill out an Undergraduate Application (degree-seeking). This online application can be found at apply.isu.edu. Students will also need to submit an official high school transcript, standardized test score (SAT/ACT), and an application fee (may be waived for Idaho students applying during their senior year). Students will be notified via email of their admission status. In order to be considered for scholarships they will need to apply by the July 1 deadline. For additional information students can contact ISU Admissions at 208-282-2475.

Transcripts/Transferring Credits

All Early College Program credits and grades are listed on an official Idaho State University transcript. Students are encouraged to check with the Registrar's Office at the university or college they are choosing to attend after high school in order to see what that school's transfer policy is, before registering for dual credit courses. The majority of accredited institutions, statewide and nationally, will accept dual credits from Idaho State University toward degree requirements or electives. Official transcripts can be ordered through BengalWeb under the Academic Tools tab and cost \$10.00 per copy plus any delivery method service charge. Students must send all transcripts to the institution in which they chose to enroll. Failure to do so may result in academic dishonesty. For additional information visit transcripts.isu.edu.



Appendix A
Idaho State University
Early College Program

High School Adjunct and Course Request Form

To be completed by high school instructor:

Date _____ High School _____

Instructor Name _____

High School Address _____

City _____ State _____ Zip Code _____

Phone _____ Fax _____

Instructor Email _____

ISU Academic Department _____

ISU course(s) requested _____

Semester and number of sections requested _____

Previously taught dual credit courses: ___ Yes ___ No

Courses Offered: _____ Institution: _____

High School Principal Signature: _____

If first submission, please attach a curriculum vitae or resume, academic transcripts, letter of recommendation, and teaching philosophy in relation to course being requested.

High School instructor summer contact address and email:

Home Address _____

City _____ State _____ Zip Code _____

Phone _____ Email _____

Submit to:

Early College Program

921 S 8th Ave., Stop 8057

Pocatello, ID 83209-8057

(208) 282-2633

Appendix B



Idaho State
University

Early College
Program

Course Request Application Checklist and Timeline

The Early College Program adjunct/affiliate faculty qualification standard is a Master's degree in the content area of the course requested. Please make sure applications are received in a timely manner for approval. For courses beginning in the fall, **July 1st** is the deadline for submission and for spring courses, **November 1st**. A course request application is considered complete when accompanied by the following:

- ✓ Course Request Form (with signature from building principal)
- ✓ Current Resume' or Curriculum Vitae
- ✓ Personal Teaching Philosophy Statement (College Level Instruction)
- ✓ Letter(s) of Recommendation
- ✓ Transcripts (unofficial are OK until approved, then official needed)

*A syllabus may be requested by the approving department prior to approval, and the Early College Program will let you know if this is requested. However this is not a final syllabus. If approved, you will develop a syllabus based off of the standard department syllabus for your course prior to teaching.

The application will be forwarded to the current department chair within the discipline course requested. Applications are reviewed within 3-4 weeks after receipt. Once a decision is made, the Director of the Early College Program will inform you and your principal by letter. New Instructors are required to attend a Course Orientation Workshop prior to teaching their dual credit course.

All instructors are required to attend an annual Early College Instructor Professional Development Workshop held on the Pocatello campus of Idaho State University. Instructors not attending this workshop, for whatever reason, will be in non-compliance. Please refer to the Early College Program Administrative Policy Guide for more information.

Please do not hesitate to contact us at (208) 282-6067 should you have questions.

Appendix C

Syllabus Template



**Idaho State
University**

**Early College
Program**

Idaho State University-(List the Name of Your High School)
Title of your Course and Semester(s)/Trimester(s)/Yearlong
(ie: BIOL 1101- Biology I, Fall Semester 2018)

Please list here if this course meets a General Education Requirement
(ie: partially satisfies ISU Objective 5)
Monday-Friday 5th Period

Important Deadlines for 2023-2024

Registration Deadline = September 29, 2023

Drop Deadline = October 06, 2023

Withdraw deadline =October 27, 2023

Instructor: (Your name and title here)

Office/Room: (Location)

Office Hours: (whenever you are available to students)

Phone: (if available)

Email: (don't forget you and your students have ISU emails- username@isu.edu)

Name of Text Used: (ie: Behnke, R.S. (2001). *Kinetic Anatomy*. Champaign, IL: Human Kinetics.)

Course Description: (Please take this directly from the course catalog. <http://www.isu.edu/catalogs.shtml>)

Course Objectives: Upon completion of the course, the student should have sufficient knowledge of and be able to: (please work with your department liaison to list approved course objectives) ie:

- Identify that communication and interaction between cells coordinates cellular activity.
-
-
-

Weekly Agenda: to include assignments, readings, tests and quizzes, ect. (Organized weekly or daily)

Course Expectations: to include, but not limited to information about rigor, study habits and rules for course (ie safety in labs ect). Spell it all out for them

Course Requirements and Assessments: (what is required of students to complete course)

Grading: (please make sure you add your grading scale for A, A-, B+ ect. and process of how the student's grade is determined, 20% quizzes ect.)

Student Code of Conduct: All Idaho State University students, including Early College students are held to the Student Code of Conduct including academic dishonesty, cheating and plagiarism. Definitions can be

found in the Student Code of Conduct Handbook: http://www.isu.edu/policy/fs-handbook/part6/6_10/6_10b.html

Reasonable Accommodations for Students with Disabilities: If you have a disability or think you have a disability (physical, learning, hearing, visual or psychiatric) which may need a reasonable accommodation, please contact the Disability Services Office located in the Rendezvous Building Room 125, 282-3599 and in Idaho Falls in the Bennion Student Union, Room 223.

Evaluation of Course and Instructor: At the end of the course, evaluations will be given to students for feedback on the course and instructor.

Appendix D



**Idaho State
University**

Early College
Program

High School Instructor Course Timeline

Time Frame	High School Instructor Submits/Facilitates
August	Attend Mandatory Teacher Training Workshop. The workshop will be held the Wednesday before ISU fall semester starts.
First Weeks of Class	English, chemistry, math and physics instructors make sure students have met course pre-requisite. Facilitate COMPASS placement testing if needed. Provide copies of official test scores from ACT, SAT or COMPASS for all students registering for college credit.
	Inform new ECP students about application process
	Coordinate registration visits with Early College Program staff
	Review class list through BengalWeb with your students prior to payment deadlines
Mid-Term	Instructor notifies students with Mid-Term grades of “D” or “F”. Advises students about withdrawal deadlines and procedures in order to avoid low grades on their college transcript.
End of Class	Course and instructor evaluations are completed by students
	Submit student grades through BengalWeb. See important dates for appropriate grading times.
May-August	Submit next year's course times to ECP including semester/trimester and class start and end dates.
	Submit course syllabus to Academic Department for approval, make sure add/drop and withdrawal deadlines are on the syllabus. Note: Syllabus must be approved on a yearly basis.
	Submit Approved syllabus to ECP prior to start of course.
June - August	Receive copy of liaison report and course evaluations

Appendix E



**Idaho State
University**

**Early College
Program**

Important Dates: High School Year 2023-2024

ISU SEMESTER - FALL 2023						
Session	Approximate Start Date	Approximate End Date	Registration Add or Drop Deadline	Withdraw Deadline	Grading Open	Grading Closed
Fall Semester	08/14/23	01/19/24	10/06/23	10/27/23	12/08/23	01/30/24
Year-long	08/14/23	06/06/24	10/06/23	10/27/23	05/17/24	06/07/24
First Trimester	08/14/23	11/22/23	10/06/23	10/27/23	11/10/23	12/05/23
First and Second Tri	08/14/23	03/01/24	10/06/23	10/27/23	02/16/24	03/12/24
Second Trimester	11/27/23	03/01/24	01/12/24	01/19/24	02/16/24	03/12/24
Second and Third Tri	11/27/23	06/06/24	01/12/24	01/19/24	05/17/24	06/07/24

ISU SEMESTER - SPRING 2024						
Session	Approximate Start Date	Approximate End Date	Registration Add or Drop Deadline	Withdraw Deadline	Grading Open	Grading Closed
Spring Semester	01/08/24	06/02/24	02/16/24	03/15/24	05/14/24	06/07/24
Third Trimester	03/04/24	06/06/24	03/29/24	04/19/24	05/17/24	06/07/24

ISU SEMESTER – SUMMER 2024						
Session	Approximate Start Date	Approximate End Date	Registration Add or Drop Deadline	Withdraw Deadline	Grading Open	Grading Closed
Summer	06/03/24	08/23/24	06/21/24	07/12/24	07/26/24	08/27/24

Appendix F



Idaho State University
EARLY COLLEGE PROGRAM

Professional Development Tracker

Date: _____

Time: _____

Department: _____

Course: _____

Faculty Liaison Representative Name <i>(Please Print)</i>	Faculty Liaison Signature
Instructor Name <i>(Please Print)</i>	High School

*Attach agenda and return to the Early College Program

Appendix G



**Idaho State
University**

Early College
Program

New Course Orientation Tracking Sheet

Date: _____

Time: _____

Department: _____

Course: _____

Faculty Liaison Representative Name (Please Print)	Faculty Liaison Signature
Instructor Name (Please Print)	High School

*Attach agenda and return to the Early College Program

Appendix H



Idaho State University

Early College Program

Faculty Liaison Report

Instructor Name _____ Faculty Liaison Name _____

High School _____ Course/Academic Term _____

CRN and Section Number _____ Classroom Observation Date _____

	Excellent	Adequate	Needs Improvement
1. Implementation of department curriculum and adherence to course outline on syllabus (C-2)	_____	_____	_____
2. Coherence and completeness of syllabus (C-2)	_____	_____	_____
3. Course reflects pedagogical, theoretical and philosophical orientation of the department (C-2)	_____	_____	_____
4. Course assignments and requirements meet department expectations (A-1)	_____	_____	_____
5. Students assessed using the same methods (ie: papers, portfolios, quizzes, labs) as students taking the course on campus (A-1)	_____	_____	_____

I am satisfied that the dual credit curriculum is being delivered successfully and that the instructor is in compliance with department policy YES NO
(If answered NO to this question, please explain on a separate attachment)

Comments (re: contact with instructor, strengths, weaknesses, highlights of observation):

Faculty Liaison Signature

Date

Please remember to send a copy to the ECP Director, Instructor and Department Chair (if required)

Appendix I



5 Step Registration Process

Students wishing to take dual credit courses through ISU need to apply and be admitted as an Early College student and receive their username and password before they can register for dual credit courses. Students need to follow the 5-step process to ensure they are registered for your class.

1. **Apply** - submit an Early College Program application at apply.isu.edu. There is no cost to apply as an Early College student.
2. **Submit** completed Student-Parent/Guardian Consent Form using DocuSign. The consent form only requires the student and parent signature and can be done electronically. After both signatures are obtained, the form will electronically submitted to the ECP office. If a student does not meet the eligibility requirements, a recommendation form will be sent to their high school counselor via DocuSign. A hard copy and Spanish version of the consent form is also available on our website and can be faxed to 208-282-3677 when complete. All consent forms can be found at isu.edu/ecp/forms/.
3. **Claim Account** an email will be sent to student from iam@isu.edu with information about claiming their BengalWeb username and password. They will also have to create some security questions in case they have to reset their password. If they need assistance they can call the IT Service Desk at 208-282-4357.
4. **Register** for ISU courses through BengalWeb (bengalweb.isu.edu), go to Academic Tools, Register for Classes (Add or Drop Classes) or Registration Landing Page under the Registration Tools box. The ECP Office will send you a registration instruction sheet with your course registration information and instructions or it can be found in the ISU class schedule.
5. **Request funding** from Advanced Opportunities to cover the cost of dual credit course(s). www.sde.idaho.gov/student-engagement/advanced-ops/

Course Add/Drop Deadlines

Semester High Schools

High School Semester	Registration Deadline
Fall	October 6
Year-Long	October 6
Spring	February 16

Trimester High Schools

High School Trimester	Registration Deadline
1 st Trimester	October 6
Year-Long	October 6
2 nd Trimester	January 12
3 rd Trimester	March 29



Appendix J Idaho State University

EARLY COLLEGE PROGRAM

DUAL CREDIT STUDENT-PARENT/GUARDIAN CONSENT FORM

ISU Office Use: Date entered _____ Initials: _____

This required form must be submitted in order to complete the admissions process to Idaho State University and allow a student to register for dual credit courses. Students must also complete an online Early College Program application at apply.isu.edu

Student name (legal name, printed): _____ Date of Birth: (mm/dd/yyyy) _____

Mailing Address: _____ City, State, Zip Code: _____

Student's Cell Phone Number: (____) _____ Student's e-mail Address: _____

High School _____ Anticipated Graduation Date _____ Unweighted GPA _____

High School Counselor _____ Counselor email _____

Starting Semester: Fall ___ Spring ___ Summer ___ Year: _____ I will be taking classes at: High School ___ ISU Campus ___ Both ___

- **Eligibility** – The student understands that he or she meets all student eligibility requirements and will be admitted to ISU as a non-degree seeking ECP student. The student can take dual credit classes at their high school or at one of the ISU college campuses, as long as all prerequisite requirements are met.
- **Registration** – It is the student's responsibility to register for ISU dual credit classes through BengalWeb by the established deadline for the course. It is also their responsibility to drop or withdraw from the course in BengalWeb, by the established deadline for the course, if they no longer wish to receive college credit or their status in the high school class changes.
- **Coursework** – Dual Credit courses are more rigorous and academically challenging than traditional high school courses. Students will be expected to follow the college syllabus, grading scale, assessments, and other required collegiate materials.
- **Grades** - The grade(s) earned for the dual credit course(s) will become a permanent part of the student's post-secondary academic record and may affect the student's eligibility for future financial aid. Grading scales may vary among ISU departments, therefore student's ISU grade and high school grade may not be the same.
- **Credits** – Credits earned under this program will be applicable toward a degree at ISU and are generally transferable to other colleges and universities. It is the student's responsibility to ensure the course(s) taken are transferable to the college/university they will be attending after high school graduation.
- **Cost** – Tuition, fees, and textbooks not covered by Advanced Opportunities are the responsibility of the student. Financial obligations are payable by the student and/or parent/legal guardian if the student is a minor. Any outstanding charges will result in a financial hold being placed on the student's account, which will restrict future enrollment and release of an official transcript.
- **Access** – Once the student is enrolled in a dual credit class they are considered an ISU student. They will have access to ISU support services, Bengal card, ISU email, and all policies affecting ISU students will apply.

For additional information refer to the Student Guide at isu.edu/ecp

Release of Student Records:

Family Educational Rights and Privacy Act (FERPA) – Idaho State University is required by law, regardless of age, to keep student records confidential. Without student's permission, we cannot share student records with anyone but them (or appropriate college employees, high school counselors, or dual credit instructors). Initial below if you agree to allow ISU to disclose your student records to your parents or legal guardians, while you are part of the Early College Program. Without your initials, your parents/guardian cannot contact ISU on your behalf. For more information: www.isu.edu/registrar/ferpa/

My signature below certifies that I intend to enroll in dual credit classes, and that I understand my responsibilities as a dual credit student as outlined through the Early College Program at Idaho State University.

Student's Signature: _____ **Date:** _____

(Students who are eighteen years old are not required to submit a parent's signature)

The parent/legal guardian signature below certifies that the student has my permission to enroll in the Early College Program at Idaho State University until they graduate from high school and I understand my responsibility as a parent/legal guardian of a dual credit student.

Parent/Guardian Name: (Please print) _____ Phone Number: _____

Parent/Guardian Signature: _____ **Date:** _____

Please return via: email to: ecp@isu.edu or fax at: (208) 282-3677 or mail to: ISU Early College Program, 921 S 8th Avenue Stop 8057, Pocatello, ID 83209

Appendix K



**Idaho State
University**

Assumption of Risk Agreement Early College Program

Description: The Participant is a minor student, or a student under the care of a Parent or Legal Guardian, who wishes to take courses from Idaho State University (ISU). The Participant's Parent or Legal Guardian represents that the Participant is not yet 18 years of age and/or is still under their care. The Parent or Legal Guardian represents that they are competent to sign this form on behalf of the Participant and both the Participant and the Parent or Legal Guardian agree to the following:

Assumption of Risk: In consideration for the opportunity to participate in the Early College Program, the Participant voluntarily agrees to assume all risks involved in their participation. The Participant understands and acknowledges there are inherent and unanticipated risks that may include but are not limited to: injuries related to slip, trip, and fall incidents, injuries related to class or lab settings, such as cuts, bruises, burns, injuries to the face and head, broken bones, internal injuries, paralysis, risk of negligence from self or other students, risk of negligence of campus visitors or volunteers, risk of lost or stolen personal belongings and other foreseeable and unforeseeable risks of injury or death that may occur that ISU cannot specifically anticipate and list here. The Participant confirms they have reviewed the program description and verify they have no physical or mental condition which would endanger themselves or others by participating in this program. The Participant verifies they have the emotional and intellectual maturity necessary to participate beneficially in the university environment. The Participant agrees to follow all campus and classroom rules, instructions, safety protocols.

The Participant understands that the law and culture of higher education generally presumes that university students are mature adults capable of independently evaluating their environment and independently attending to their needs. The Participant understands that they will voluntarily enter into an adult environment; that ISU will treat the Participant as an adult within that environment; and that the Participant accepts fully the rights and responsibilities of an adult within that environment. In particular, the Participant understands that they will be taking college level courses and that the academic environment will encourage free discussion and open inquiry of sometimes controversial subjects.

The Participant acknowledges ISU does not provide health and accident insurance for participants and agrees to be financially responsible for their own medical expenses. The Participant further agrees that in the event emergency medical treatment becomes necessary and they are unable to communicate, ISU staff or emergency medical personnel may authorize or conduct treatment or care on the Participants behalf as appears reasonable under the circumstances.

Participant: I, the Participant, have read, understand, and agree to the above:

Printed Name of Participant

Signature

Date

Parent or Legal Guardian: I am the parent or legal guardian of the Participant above. I have read this Agreement and voluntarily agree for myself and the Participant to be bound by its terms.

Printed Name of Parent/Guardian

Signature

Date