



Jumpstart Concurrent Enrollment Program

Interested Instructor's Packet

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Fall 2018

Hello High School Instructor:

Thank you for your interest to teach with CSN's Jumpstart Concurrent Enrollment Program. The Jumpstart Program currently partnerships with CCSD to offer junior and senior high school students concurrent-college-credits while also earning high school credits. College courses are offered during the fall and spring semesters for a reduced fee of \$50 per class plus a \$6.50 per credit tech fee.

As an approved Jumpstart high school instructor, you will earn a stipend by CSN of \$200 and \$220 by CCSD per course, per semester, for teaching college-rigor courses at your high school. Additionally, college-certified high school instructors become official adjunct faculty with the College of Southern Nevada and are eligible to teach for the college and earn full adjunct pay.

Due by February 01 2019 -To begin the credential review, please send to our Jumpstart Office via email at concurrentenrollment@csn.edu the following documents:

- Jumpstart Concurrent Enrollment Program Instructor Approval Form
- A current resume
- Letter of interest
- Undergraduate/graduate unofficial transcripts
- A letter of support from your high school principal detailing their support for you to teach with the Jumpstart program

Upon receipt, your academic credentials will be forwarded to the respective college department chair for review and for an interview.

In closing, I have attached all the necessary documents to assist you with the initial credential review process. If you should have any questions, feel free to contact our Jumpstart Office.

Sincerely,

Nora Mirabal

Nora Mirabal, Assistant Director for the Jumpstart Concurrent Enrollment
(702) 651-3179
nora.mirabal@csn.edu

COLLEGE OF SOUTHERN NEVADA
Jumpstart Concurrent Enrollment Program
New Instructor's Checklist and Program Application Information

Instructor's Name: _____ Discipline: _____ Today's Date: _____

HIGH SCHOOL INSTRUCTOR

Due: October 2018 to February 01, 2019

Gather the following academic credentials for review, interview and approval to teach with the Jumpstart program:

- Jumpstart Instructor approval form
- Letter of interest
- Updated resume
- Unofficial undergraduate AND graduate transcripts
- CCSD principal letter of support

Upon Credential Approval -

- Approved instructor collaborates with high school principal to assign a Jumpstart school **Designee**.
- Share **Designee's** name, phone number, email address and title with the Jumpstart Office.
- Complete the New Hire process

NEW HIRE Process - Due no later than end of June 2019

- Contact the Jumpstart Office Administrative Assistant, Chanel Conner (702) 651-3523 to begin the New Hire paperwork

DESIGNEE: Due by End of June

- Designee** to email completed class course roster(s) to the Jumpstart Office
- Designee** (Fall Semester ONLY) to email student Authorization forms to the Jumpstart Office (concurrentenrollment@csn.edu)
- Email completed and signed Third Party Billing Letter to the Jumpstart Office

New Instructor Required Attendance –Due PRIOR to the start of the semester

- Attend Annual Adjunct Conference (August)
- Attend department discipline-specific training(s)
- Attend the New Jumpstart Employee Orientation

Two Weeks before the FALL/SPRING semester

- Email syllabi for Fall/Spring courses to the CSN department liaison and Jumpstart Office
- Share syllabi with Jumpstart students

End of Semester Grades– End of semester grades are due 3-5 days from the last day of the semester. The due date will be shared with instructors, each semester. Student grades are posted online on the instructor's MyCSN profile.

JUMPSTART CONCURRENT ENROLLMENT PROGRAM

Become a Concurrent Enrollment Instructor!

Concurrent enrollment opportunities are in high demand. Join us in offering this exciting opportunity to Nevada students.

The Jumpstart Concurrent Enrollment Program at the College of Southern Nevada (CSN) invites applications from qualified high school instructors to teach college level courses at their high schools. As adjunct faculty, instructors will have the opportunity to teach introductory general education courses, and support students in getting a “Jump Start” on their college degree. Approved instructors fully implement the college curriculum, and follow college policies, semester timelines, course rigor and the college’s learning outcomes and student assessment.

Concurrent Enrollment Instructor Qualifications

The required qualifications to teach concurrent enrollment courses with CSN are a master’s degree in their respective discipline OR a master’s degree in a related field WITH 18 graduate credits in the field for which the instructor is interested in teaching. New instructors may apply once a year, starting in October and no later than February 01, to begin their teaching assignment in the upcoming academic year. Concurrent enrollment classes must have a minimum of ten (10)-student enrollment and a maximum enrollment of 35.

Application Process

New interested high school instructors are encouraged to submit their credentials to the Jumpstart Office. The respective discipline department will contact the high school applicant to review credentials and to schedule an interview. Interested Instructors will need to submit with their academic credentials the CSN Instructor Approval form. The Approval form can be found and downloaded at our website: www.csn/jumpstart. While the Concurrent Enrollment staff will provide administrative support, the final approval to teach with our program is determined by the College’s academic department chair. The new instructor review process may take anywhere from two weeks to four weeks depending on the time of the year the credentials are submitted for review.

Stipend Paid

Jumpstart Instructors receive a stipend every 16-weeks for teaching an approved concurrent enrollment course at their high school. The stipend payment is \$200 per course, per semester, paid by CSN as well as \$220 per course, per semester, paid by CCSD.

Required Materials

The following credential materials must be submitted, in its entirety, to become eligible to teach with our CSN Jumpstart Concurrent Enrollment program beginning each **OCTOBER AND NO LATER than February 01**. Applications received within this timely period will provide approved instructors eligibility to begin teaching the following academic school year.

- **Jumpstart Concurrent Enrollment Program Instructor Approval Form**
- **Letter of introduction** – In this letter please describe what you want to teach, your teaching experience, and teaching philosophy.
- **Updated resume**
- **Unofficial undergraduate and graduate transcripts** – Official copies will be required before the first day of class.
- **A letter of support from the school’s principal** – The letter should state support for you as the instructor of the concurrent enrollment course, and his/her commitment to inform parents and students about the concurrent enrollment opportunities.

The quality and academic rigor of the Jumpstart Concurrent Enrollment Program is dependent on the active participation of our department Chairs and Faculty Liaisons.

The College of Southern Nevada academic department Chairs and Faculty Liaisons provide essential curriculum oversight, mentorship, and support to the high school instructors. Our academic Chairs and Faculty Liaisons' primary responsibilities include:

Credential Approval

The department Chairs review and approve all new applications submitted by high school instructors to ensure the Jumpstart Concurrent Enrollment Program classes reflect the college's and academic department's pedagogical, theoretical and philosophical orientation. Lab courses are reviewed on a case-by-case basis by the CSN respective department chair/liaison to ascertain if it meets CSN safety and academic standards.

Classroom Observation

The college's assigned Faculty Liaison conducts an on-site high school visit to approved instructors every year starting with their first year of teaching. Observations are documented and shared with the instructor to provide an opportunity for constructive feedback and to ascertain the instructor is following the college's pedagogy, philosophy continue to improve classroom experience for the students.

Discipline-Specific Development and Administrative Orientation

Before a Jumpstart high school college-certified faculty can teach, they must attend the Jumpstart Annual Administrative Orientation as well as the annual Adjunct Conference and review and acknowledge department discipline-specific professional development workshops on course philosophy, course integrity, grading standards, course pedagogy, theory, policies, and procedures as related to their academic-related content area. Attendance is Mandatory.

Ongoing Mentorship

Faculty Liaisons communicate department-specific information to high school instructors on a regular basis, and include high school instructors in all department correspondence, emails, academic notices, and general department information. Faculty Liaisons also provide sample syllabi and review, sample exams, textbook desk copies, and other course materials to ensure a congruent classroom experience.

Contact Us

JUMPSTART CONCURRENT ENROLLMENT PROGRAM

concurrentenrollment@csn.edu

(702) 651-3179

Jumpstart Concurrent Enrollment Program Approval Form

School Name: _____

Phone Number: _____

High School Principal: _____

Email Address: _____

(One form per Instructor)

CCSD Course(s) Infinite Campus #	CSN College Course	Teacher's Name	Teacher's Contact Phone/ Email
			Phone: Email:

Print Principal's Name: _____

High School Principal's Signature of Approval: _____ Date : _____

CSN ADMINISTRATION USE ONLY

(Please Return completed form to Nora Mirabal, Jumpstart Program HN200)

<p>College Course(s)</p> <table border="1" style="width: 100%; height: 100%; border-collapse: collapse;"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>									<p>Please Check One:</p> <p>Approved (<input type="checkbox"/>)</p> <p>Denied (<input type="checkbox"/>)</p> <p>Department Chair Signature: _____</p>	<p style="background-color: yellow; text-align: center; margin-bottom: 5px;">CSN Approving Department Only</p> <p>Date Credentials Received: _____</p> <p>Credentials Received By: _____</p> <p>_____</p> <p>Date Credentials Reviewed: _____</p> <p>Credentials Reviewed By: _____</p> <p>_____</p>

Telephone: (702) 651-3179
 Email: concurrentenrollment@csn.edu
 Jumpstart Website: www.csn.edu/jumpstart

Jumpstart Concurrent Enrollment Courses Approved for Concurrent Enrollment and Instructor Qualifications

The qualifications to teach concurrent enrollment courses vary by academic department. The preferred qualification is a master's degree in the field. When the master's degree is not in the respective field, **18** graduate credits in the respective field is required.

For detailed information on instructor qualifications by discipline, view the following table of courses and the instructor qualifications needed to teach these courses.

Field of Study	Course	Course Title	Instructor Qualifications
Academics and Life Success	ALS 101	Academic and Life Success (3 credits)	Required: Master's degree in Education, Counseling, Educational Psychology, Student Personnel Services, and/or Educational Leadership from a regionally accredited college/university. College teaching or work experience in the area of college success/personal development courses (community college experience preferred). An interview with the Lead Faculty or other English Department representative will be required prior to approval to teach ALS 101 for the Jumpstart Program.
Chemistry	CHEM 103	Preparatory Chemistry (3 credits)	Master of Chemistry; OR Master in another related field, plus 18 graduate credits in Chemistry.
Chemistry	CHEM 105	Chemistry, Man and Society (3 credits)	Master of Chemistry OR a Master in another related field, plus 18 graduate credits in Chemistry.
Chemistry	CHEM 106	Beginning Chemistry Laboratory (1 credit)	Bachelor of Chemistry.
Communications	COM 101	Oral Communication (3 credits)	A Master in Speech, Rhetoric, Communication Studies, Speech Communication, or Organizational Communication.
Communications	COM 102	Introduction to Interpersonal Communication (3 credits)	A Master in Speech, Rhetoric, Communication Studies, Speech Communication, or Organizational Communication.
English	ENG 100	Composition Enhanced (5 credits)	Master's degree in English or a master's degree with at least 18 graduate Semester hours In a closely related discipline. Closely related disciplines would include Education, Linguistics, or Liberal Arts. Creative Writing teachers may need to demonstrate graduate work in specific areas.
English	ENG 101	Composition I (3 credits)	Master's degree in English or a master's degree with at least 18 graduate Semester hours In a closely related discipline. Closely related disciplines would include Education, Linguistics, or Liberal Arts. Creative Writing teachers may need to demonstrate graduate work in specific areas.
English	ENG 102	Composition II (3 credits)	Master's degree in English or a master's degree with at least 18 graduate Semester hours In a closely related discipline.

Jumpstart Concurrent Enrollment Courses Approved for Concurrent Enrollment and Instructor Qualifications

Field of Study	Course	Course Title	Instructor Qualifications
			Closely related disciplines would include Education, Linguistics, or Liberal Arts. Creative Writing teachers may need to demonstrate graduate work in specific areas.
US History	HIST 101	U.S. History I (3 credits)	Master of History OR a Master in a related field and 18 American History graduate level credits (500 and above).
US History	HIST 102	U.S. History II (3 credits)	Master of History OR a Master in a related field and 18 American History graduate level credits (500 and above).
Mathematics	MATH 095	Elementary Algebra (3 credits)	Master of Mathematics or Statistics. Or a Bachelor in Mathematics and a Master in another discipline, plus 18 graduate level credits in Mathematics.
Mathematics	MATH 096	Intermediate Algebra (3 credits)	Master of Mathematics or Statistics. Or Bachelor of Mathematics and a Master in another discipline, plus 18 graduate level credits in Mathematics.
Mathematics	MATH 120	Fundamentals of College Mathematics (3 credits)	Master of Mathematics or Statistics. Or Bachelor of Mathematics and a Master in another discipline, plus 18 graduate level credits in Mathematics.
Mathematics	MATH 126	Precalculus I (3 credits)	Master of Mathematics or Statistics; Or a Bachelor of Mathematics and a Master in another discipline, plus 18 graduate level credits in Mathematics.
Mathematics	MATH 127	Precalculus II (3 credits)	Master of Mathematics or Statistics; Or a Bachelor of Mathematics and a Master in another discipline, plus 18 graduate level credits in Mathematics.
Music	MUS 121	Music Appreciation (3 credits)	Master of Music is required. Teaching experience in higher education is helpful- <u>but not required.</u>
Music	MUS 125	History of Rock and Roll (3 credits)	Master of Music is required. Teaching experience in higher education is helpful- <u>but not required.</u>
Theatre	Theatre 100	Introduction to Theatre (3 credits)	MA, MFA or ** Doctorate in Theatre Arts. MA, MFA could be in Design, technology, acting, directing, history, etc. ** Doctorate are only offered in Theatre Arts. If no MA or MFA in the disciplines above with a Doctorate, then a Master of Arts in Theatre or a Master of Fine Arts in Theatre.
Theatre	Theatre 101	Stand-Up Comedy (3 credits)	MA, MFA or ** Doctorate in Theatre Arts. MA, MFA could be in Design, technology, acting, directing, history, etc. ** Doctorate are only offered in Theatre Arts. If no MA or MFA in the disciplines above with a Doctorate, then a Master of Arts in Theatre or a Master of Fine Arts in Theatre.
Political Science	PSC 101	Introduction to American Politics (4 credits)	Master of Political Science OR a Master in another discipline, plus 18 graduate level credits in Political Science.
Psychology	PSY 101	General Psychology (3 credits)	Master of Psychology with one undergraduate or graduate course in general psychology, statistics, and research methods. OR a Bachelor's degree in psychology PLUS a master's degree in a closely related category including licensure in a psychological discipline (e.g. MFT) with one undergraduate or graduate course in general psychology, statistics, and research methods.

Jumpstart Concurrent Enrollment Courses Approved for Concurrent Enrollment and Instructor Qualifications

Field of Study	Course	Course Title	Instructor Qualifications
Psychology	PSY 102	Psychology of Personal and Social Adjustment (3 credits)	Master of Psychology with one undergraduate or graduate course in general psychology, statistics, and research methods. OR a Bachelor's degree in psychology PLUS a master's degree in a closely related category including licensure in a psychological discipline (e.g. MFT) with one undergraduate or graduate course in general psychology, statistics, and research methods.
Sociology	SOC 101	Principles of Sociology (3 credits)	Master of Sociology or a closely related field.
Sociology	SOC 102	Contemporary Social Issues (3 credits)	Master of Sociology or a closely related field.

Contact Us

Nora Mirabal, Assistant Director

JUMPSTART CONCURRENT ENROLLMENT PROGRAM

Email: concurrentenrollment@csn.edu

Web Site: www.csn.edu/jumpstart

Phone #: (702) 651-3179

Rev: 1/19

CONTACT US

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Visit us at www.csn.edu/jumpstart

