

Concurrent Dual Credit Request to Teach Form

*To be used when requesting a high school course be taught concurrently through
Great Falls College Montana State University*.*

*This request form must be submitted for each semester the course is planned for the upcoming academic year. Please return the completed form to the Great Falls College MSU Dual Enrollment Coordinator at dual@gfcmsu.edu. The deadline is **April 1st** for courses taught in Fall semester and **October 15th** for courses taught in Spring semester.

ABOUT CONCURRENT COURSES

WHAT: Concurrent courses are courses taught in the high schools for both high school and college credit. The course requested must be a course listed in the most current Great Falls College MSU college catalog found here: <http://catalog.gfcmsu.edu/>.

WHO: Contracted high school teachers who meet the criteria below are eligible to teach concurrent dual enrollment courses for Great Falls College MSU. Qualifying teachers are considered Affiliate Faculty of the college and must meet the minimum requirements of the Montana Board of Regents Policy 730. (<https://mus.edu/borpol/bor700/730.pdf>)

- If the course is **within general education and/or transfer disciplines**, the minimum requirement is:
 - ✓ *A master's degree in the teaching field or a closely related academic discipline AND*
 - ✓ *at least nine graduate-level semester credits in the specific academic discipline.*

Example: to teach psychology, the faculty must have a master's degree plus nine graduate credits in psychology.

- If the course is **within career/technical disciplines or programs**, the minimum requirement is:
 - ✓ *at least three years of experience in the occupation to be taught OR an equivalent number of years of postsecondary education in the career/technical discipline, combined with work experience*
 - ✓ **AND**
 - ✓ *work experience in the career/technical discipline.*

CHECKLIST FOR REQUEST TO TEACH

Please note: Completing this request neither obligates nor guarantees that GFC MSU will offer this course for dual credit. All courses must be approved by Great Falls College MSU prior to advertisement as a dual credit course.

- Complete this request form and attach required documents.**
 1. **Unofficial undergraduate and/or graduate transcripts** (only applicable if this is your first time submitting a request).
 2. **Course syllabus** in the required Great Falls College MSU format. The dual enrollment coordinator (dual@gfcmsu.edu) can provide you a current template upon request.
 - Discuss your syllabus with the college Department Chair. The course outcomes must be met for students to receive college credit. The Dual Enrollment Coordinator can connect you to the Department Chair if needed.
 - Also work with your college Department Chair regarding textbooks and assessments.
- Wait for review/approval** by Great Falls College MSU.
- Upon approval, complete Human Resources required forms.**
 1. Submit all required HR forms.
 2. Sign your Letter of Appointment (LOA), which serves as your contract of employment, to the Division Administrative Assistant. The college pays a \$500 stipend for the first course taught in a year and then \$275 for each additional course as compensation for administrative paperwork, trainings, meetings, and processes associated with teaching a course for dual credit. The instructional cost is covered by the school district as part of the instructor's teaching load.

Name: _____ High School: _____

School email address: _____

School phone: _____ Cell phone: _____

Course information:

Name of college course you are requesting to teach: _____ # college credits: _____

Name of equivalent high school course: _____ # high school credits: _____

Please check one:

- This course has previously been taught for dual credit through Great Falls College MSU.
- This course has not been offered for dual credit through Great Falls College MSU.

I request to teach this course during the following term(s):

- Fall Semester Start Date: _____ End Date: _____
- Spring Semester Start Date: _____ End Date: _____
- Full year Course Start Date: _____ End Date: _____

I anticipate teaching _____ number of sections of this course.

I anticipate _____ number of students total in this course.

High School Teacher's Signature

Date

School Administrator (or Designee) Signature

Date

*School **District** Administrator (or Designee) Signature*

Date

FOR GREAT FALLS COLLEGE MSU OFFICE USE ONLY (Check-off when complete)	<u>INITIALS</u>	<u>DATE</u>
<input type="checkbox"/> Dual Enrollment Coordinator: Confirm MOU on file.		
<input type="checkbox"/> Division Director: Check credentials/syllabi.		
<input type="checkbox"/> Executive Director of Instruction: Approve course.		
<input type="checkbox"/> Registrar: Create course/CRN in Banner.		
<input type="checkbox"/> Division Assistant: Notify HR if a hiring packet needs to be sent.		
<input type="checkbox"/> Payroll: Confirm hiring paperwork is complete.		
<input type="checkbox"/> Division Assistant: Send LOA(s) to Affiliate Faculty.		
<input type="checkbox"/> Division Assistant: Receive signed LOA, give to HR, and notify Registrar.		
<input type="checkbox"/> Registrar's Office: Attach instructor to the course(s).		
<input type="checkbox"/> Registrar's Office: Send letter to Superintendent, Principal, and instructor.		