



# College NOW

## TEACHER APPROVAL PROCESS

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### **COURSE AND TEACHER APPROVAL PROCESS**

Thank you for your interest in College Now. This program provides high school students opportunities to earn college credits while still in high school. There is no compensation from COCC for teaching these classes.

A complete listing of current articulated classes can be found at <https://www.cocc.edu/departments/college-now/course-outcomes.aspx>

### **CTE (CAREER TECHNICAL EDUCATION) COURSES**

These are outcomes-based courses along a career pathway in a program of study leading to a certificate or Associate of Applied Science degree (AAS). Course options are in these content areas: allied health, automotive, business administration, computer information systems, criminal justice, culinary, early childhood education, forestry, and manufacturing. The cost to the student is a reduced fee of \$25 per credit.

Go to [cocc.edu/departments/college-now/high-school-teachers.aspx](http://cocc.edu/departments/college-now/high-school-teachers.aspx) for program information. Read the specific course outcome checklist for the course(s) you want to articulate to review the course requirements.

### **LOWER DIVISION TRANSFER COURSES**

Lower-division transfer courses are limited to selected juniors and seniors who can successfully complete the learning objectives and performance criteria to obtain credit in these college-level articulated courses. Exceptions may be made for other students deemed by their high school teachers to meet the prerequisite skills/aptitudes for each particular course. Currently COCC offers courses in the following Transfer areas: business, computer information systems, criminal justice, early childhood education, forestry, health & human performance, history, humanities, literature, mathematics, psychology, and writing. The cost to the student is a reduced fee of \$25 per credit.

Go to [cocc.edu/departments/college-now/high-school-teachers.aspx](http://cocc.edu/departments/college-now/high-school-teachers.aspx) for program information. Read the specific course outcomes for the course(s) you want to articulate to review the course outcomes.

### **QUALIFICATIONS**

To articulate **College Now** classes, you must meet the same education and training requirements as COCC instructors in your content area. For CTE courses, this is a combination of education and industry experience as required in the content area. For lower-division transfer courses, you must hold a Master's degree in the field of primary teaching assignment. This standard is used for all COCC transfer courses and is specifically required by Oregon Administrative Rule (715-017-0005).

## **Provisional Approval**

If you do not meet the preferred qualifications criteria above, you may qualify for provisional approval based on the following criteria.

1. For lower-division transfer courses, high school teachers may seek and be granted approval if the following qualifications are met:
  - Bachelor's degree in the course content area and a Master's degree in a related discipline and professional experience teaching at College level in the field of primary teaching assignment; or,
  - Master's degree in a related field and at least 30 quarter credits (20 semester credits) of graduate-level coursework in the field of primary teaching assignment.
2. For CTE courses, high school teachers may seek and be granted approval if the following qualifications are met:
  - Appropriate degree plus work experience and additional coursework in the content area; or,
  - Three calendar years of work experience in an occupational area directly related to the instructional program (the work experience must be beyond that acquired in apprenticeship, on-the-job training); or,
  - Occupational outcome for the teaching assignment secured through a combination of three years of work experience and specialized training.
  - When applicable, the applicant's qualifications may be reviewed by the appropriate occupational advisory committee.

High school teachers approved to articulate COCC courses must comply with all college expectations for courses offered through College Now. These expectations are listed below and on the Teacher Handbook available at <https://www.cocc.edu/departments/college-now/forms/files/teacher-handbook.pdf>. Teachers who do not comply with these expectations and College Now policy will have their approval reviewed by the COCC faculty mentor, department chair, College Now Liaison, and the Instructional Outreach Dean. COCC faculty and staff will work with these teachers to resolve compliance issues, but if they cannot be resolved, COCC can revoke approval to articulate courses.

### **Alternative Approval:**

If you participate in the Cascades Commitment Summer Workshop and the Professional Learning Communities (PLC) for Writing 121 & 122, History 202 & 203, or Math 111 & 112, you may qualify for alternative approval to articulate those courses only. You must follow the approval process below before you can articulate a course. Through the approval process, we will verify that you have met all of the Cascades Commitment requirements or are currently enrolled. Currently enrolled participants must complete all PLC requirements within their first year of teaching. You must begin articulating a course within two years of your summer workshop date to be eligible for this alternative approval.

## **APPROVAL PROCESS**

Before you articulate a course, you must go through the approval process. Appropriate COCC department faculty will be consulted during this teacher approval process, and approval authority will include the Instructional Outreach Dean.

This process involves providing documentation that verifies that the high school course aligns with the COCC course and that you have the required education and training in your content area.

1. Course Approval: Contact the College Now Office with your intent to articulate a specific COCC course. Send your high school course outline, syllabus, or other documentation to the College Now Office for COCC department review. COCC faculty may work directly with you before approving the course articulation.
2. If the course is approved for articulation, download and print the Teacher Approval Request form from the list at [cocc.edu/departments/college-now/college-now-forms.aspx](http://cocc.edu/departments/college-now/college-now-forms.aspx).
3. Complete the form and email it with unofficial copies of your college transcripts, current resume, and your final syllabus/syllabi to the College Now High School Liaison at [collegenow@cocc.edu](mailto:collegenow@cocc.edu).

You need to be approved only once to articulate a course. If you would like to articulate other courses, however, you will need to resubmit the Teacher Approval Request form. You need to submit your transcripts only once, as your documents will be kept on file. You may resubmit your resume and/or transcripts if you wish to highlight different experience or have updated coursework.

4. The COCC department chair in the content area and the Instructional Outreach Dean are responsible for reviewing your request and documentation.
5. You will be notified by email regarding your approval status for each course. After you have been approved you will be connected with the appropriate faculty mentor to complete the articulation process. High School teachers generally cannot articulate a course in the same trimester/semester in which they are approved. The timeline is just too tight to finish the teacher approval process and begin the articulation process in time to cover all of the college topics and activities in the course.

Please call the College Now office at 541-504-2930 or email Cady-Mae Koon at [ckoon@cocc.edu](mailto:ckoon@cocc.edu), if you have questions.

#### ***High School Articulating Teacher Responsibilities:***

- Attend mandatory summer training as necessary before articulating a specific course.
- Respond to communication from COCC faculty mentors, College Now, and COCC staff.
- Expect classroom observations by COCC faculty mentors in the first year per course and every other year after that.
- Participate in any COCC department assessment projects by submitting student work samples as needed.
- Participate in ongoing professional development with COCC mentors and other faculty.
- Submit syllabi annually for all articulated courses using the COCC syllabus format.
- Submit required course documentation according to content area requirements.
- Review class rosters sent from College Now Office and verify with students.
- Allow the HS Liaison to facilitate Student Course Evaluations, this requires 15-20 minutes of classroom time unless there are only a few students who can be pulled out.

- Assign grades for the COCC articulated course and return Grade Roster to College Now Office.