

## Dual Credit Teaching Agreement

| Instructor Information |            |                 |
|------------------------|------------|-----------------|
| Last Name              | First Name |                 |
| Address                |            |                 |
| City                   | State      | Zip             |
| Preferred Email        |            | Preferred Phone |
| High School            |            |                 |

| Course Information <small>Fill out a new form for each course.</small> |   |                                |   |                     |                    |
|--|---|--------------------------------|---|---------------------|--------------------|
| Course Prefix  | Course #  | Course Title                   | Start Time  | End Time            | Days Offered       |
| <small>EX: MATH</small>  | <small>103</small>  | <small>College Algebra</small> | <small>8:30</small>   | <small>9:20</small> | <small>M-F</small> |
| Textbook Title & ISBN  |   |                                |   |                     |                    |
| HS Provides Books to students  |   | <b>YES</b>                     | <b>NO. Students are required to buy the textbook from the BSC Bookstore</b> |                     |                    |
| HS Provides Course Materials   |   | <b>YES</b>                     | <b>NO</b>   |                     |                    |
| Course Co-Convended with AP  |   | <b>YES</b>                     | <b>NO</b>   |                     |                    |
| <input type="checkbox"/>   | I am a full-time teacher within the high school and the course(s) requested are taught within my daily teaching schedule. (Subsidized Tuition Rate)               |                                |   |                     |                    |
| <input type="checkbox"/>   | I am a full-time teacher within the high school and the course(s) requested are not taught within my daily class schedule. (Unsubsidized Tuition Rate)            |                                |   |                     |                    |
| <input type="checkbox"/>   | I am <u>not</u> a full-time teacher within the high school and the course(s) requested are not taught within my daily class schedule. (Unsubsidized Tuition Rate) |                                |   |                     |                    |

| RESPONSIBILITIES  |
|---|
| <p><b>I agree that:</b></p> <ul style="list-style-type: none"> <li>• College courses taught within the high school follow the content and academic standards of the BSC courses taught on campus.</li> </ul>  |
| <p><b>I agree to:</b></p> <ul style="list-style-type: none"> <li>• Work closely with the BSC mentor and assistant deans for inquiries on course content, textbooks, syllabi, etc.</li> <li>• Submit a course syllabus that follows BSC guidelines and expectations each semester taught.</li> <li>• Submit common assessment information requested by the appropriate assistant dean and mentor.</li> <li>• Assist students with BSC Admissions process, registration and completing FERPA release forms.</li> <li>• Review BSC class roster(s) in CampusConnection daily at start of each semester.</li> <li>• Verify enrollment on BSC class roster with high school class roster. Confirm verification of BSC roster in campus connection by the fourth week of class.</li> <li>• Participate in BSC Mentor guided professional development and Annual Fall Dual Credit Instructor In-Service Day.</li> <li>• Participate in a site evaluation during the first two semesters of your teaching, and every 3 years after.</li> <li>• Submit final course grades in CampusConnection by the established deadline.</li> </ul> |

Instructor

Signature:

Date:

HS Administrator

Signature:

Date:

For Bismarck State College Purposes Only

Approved

Denied

Signature:

Date:

Appropriate Assistant Dean or Academic Dean