Oregon TECH

Advance Credit Program
Faculty Guide

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WELCOME

Oregon Institute of Technology (OIT) Advance Credit Program (ACP) is a partnership between OIT and a participating high school. Through the Advance Credit Program, high school students can earn OIT college credit by completing college-level courses taught by approved high school instructors.

This guide is intended to explain the governance of the Advance Credit Program: to clarify roles and responsibilities vital to the long-term success of this collaborative partnership, to articulate processes, to establish eligibility criteria, and to improve communication between the high school and OIT.

We welcome suggestions and comments so that the Advance Credit Program will continue to evolve in a way that is most beneficial to students, high school instructors, faculty liaisons, and administrators. We value your support and will continue to work to maintain trust and a sense of common purpose.

For high school instructors and administrators who are just being introduced to the OIT Advance Credit Program, we encourage you to contact us to answer your specific questions and go over the details of the program.

Contact Us:

Oregon Institute of Technology
Office of Academic Agreements
3201 Campus Drive
Mailstop: DOW E243
Klamath Falls, OR 97601

Brandy Brown
Articulation & Dual Credit (ACP) Coordinator
Email: brandy.brown@oit.edu
Phone: 541-885-1844
Fax: 541-885-1320

Monday – Friday 8 a.m. – 5 p.m.

Oregon TECH

Advance Credit Program (ACP)
www.oit.edu/youth-programs

PROCESS OVERVIEW

The following steps are used to set up a dual credit course with the OIT Advance Credit Program and participating high school.

1) An interested high school instructor or administrator calls or emails the ACP Coordinator for information or the opportunity to meet for an initial inquiry.

2) OIT determines whether a pre-existing dual credit agreement exists between the requesting high school and another higher education institution. If not, the process can continue. OIT will not begin an articulation agreement if there is a pre-existing agreement unless there is discussion between the credit granting colleges and universities.

3) The high school instructor submits a resume and unofficial transcripts to the Dual Credit Coordinator for review by the appropriate OIT faculty liaison to determine their eligibility to teach an OIT course.

4) If the high school instructor receives approval and an agreement regarding course content is reached between the high school instructor and the OIT faculty liaison, an Instructor Approval Form is signed by all required parties.

5) Courses in communication (WRI 121 and WRI 122) require students to meet a 3.0 GPA requirement for all previous years of English and to take a placement test to qualify for entry. The testing procedure is administrated by our Center for Learning and Teaching Department (CFLAT). There is a CFLAT testing procedure instruction sheet that the high school must follow. See page

6) Courses in mathematics require students to take a placement test to qualify for entry. The testing procedure is administrated by our Center for Learning and Teaching Department (CFLAT). There is a CFLAT testing procedure instructions sheet that the high school must follow. See page .

PROCESS OVERVIEW

7) Prior to the start of the course, the high school instructor receives a packet of registration materials with instructions from the ACP Coordinator. The high school instructor is responsible for collecting the required registration materials as well as payment and mailing the packet back to the OIT ACP Coordinator by the due date indicated.

8) Tuition for ACP is $25 per credit. Payment must be attached to each student application. Tuition is non-refundable. OIT funds a grant program that pays for tuition for students who receive free or reduced lunches. To receive these funds, the student must fill out a Grant Form and obtain the required signatures.

9) OIT ACP students are allowed to drop a course according to the dates from the high school instructor. The instructor has the option of following the OIT Academic Calendar or by computing dates with the Calculating Calendar Worksheet in accordance with the high school academic calendar. Students are required to fill out a Drop/Withdraw Form. A drop will not show on their OIT transcript or affect their OIT GPA. There are no refunds.

10) OIT ACP students are allowed to withdraw from a course according to the dates from the high school instructor. The instructor has the option of following the OIT Academic Calendar or by computing dates with the Calculating Calendar Worksheet in accordance with the high school academic calendar. Students are required to fill out a Drop/Withdraw Form. A withdraw will result in a "W" on their OIT transcript. This does not affect their OIT GPA. There are no refunds.

11) The ACP Coordinator will send a confirmation packet to the high school instructor with a grade roster and student ID cards for the ACP students. The high school instructor is responsible for handwriting the letter grade for each student on the grade roster. Due to FERPA regulations grades must be submitted to the ACP Coordinator via regular USPS mail only.

ARTICULATING A COURSE

Instructor Qualifications
The approval of the high school instructor's qualifications ideally takes place in person, but it can also be done by phone or email. The OIT liaison reviews the high school instructor's resume, teaching credentials, and college transcripts. Often the faculty liaison will work closely with his or her department chair during this process. Since the articulation agreement for each course is based upon the high school instructor's qualifications, the articulation is only valid for that high school instructor. If the high school instructor leaves the high school, the replacement high school instructor must renew the articulation agreement with OIT.

The preferred qualifications for high school instructors participating in ACP is a master's degree in the subject area. As an alternative, OIT will consider high school instructors who have a master's in education or teaching in addition to quality teaching experience in the subject matter and/or graduate level work in the subject area or a related field. Each high school instructor will be evaluated individually by the OIT faculty liaison.

Course Content
Registered ACP students, like all OIT students, must receive an OIT approved syllabus at the beginning of each course. The high school course content must meet all guidelines set forth by the OIT faculty liaison and their department. Requirements may include using an approved textbook, the depth and breadth of subject matter covered, methods of student evaluation, seat time, and/or required labs. High school instructors should be willing and able to supply OIT branded syllabi, sample tests, and student work when requested. Some departments will require that students visit OIT campus for labs or that the high school instructor bring student work to be graded by the faculty liaison and other ACP high school instructors.

ARTICULATING A COURSE

Instructor Approval Form
The Instructor Approval Form documents that the above steps have taken place and that all the responsible parties have read and understand the policies set forth in this manual. The high school instructor, the high school administrator, the OIT faculty liaison, the OIT Dean of HAS/ETM and the ACP Coordinator must sign the form. Copies of the form remain on file with the OIT Academic Agreements Office.

Articulation Agreement
Every Fall term the ACP Coordinator will send out the Articulation Agreement. This form is completed to ensure continuity between the high school and the OIT courses in the Advance Credit Program.

ACP Training Workshop
OIT ACP high school instructors must have 8 hours per academic year of seminar training facilitated by the OIT faculty liaison. This can be completed through a number of communication lines: Email, phone, college campus visits, high school campus visits.

Academic Calendar
OIT will provide an Academic Calendar with important dates for the Fall, Winter and Spring terms. The high school instructor has the option of following the OIT Academic Calendar or by computing dates with the Calculating Calendar Worksheet in accordance with the high school academic calendar. The high school instructor will choose which term to register students for based on the registration and grade deadline dates.

OIT Faculty Responsibilities
The faculty liaison is responsible for providing curriculum, assignments, on-site visitations, training workshops, and evaluation/assessment guidelines, suggestion, and models. OIT faculty liaisons may visit the classes and participate in classroom instruction and assessment on any project or assignment throughout the term in which students are registered.

ARTICULATING A COURSE

Academic Agreements Office Responsibilities
The Academic Agreements Office is responsible for student admission, registration, course drops and withdrawals, calendar issues, record-keeping, and fee management. This is done directly with the ACP Co-ordinator.

CFLAT Responsibilities
The Center for Learning and Teaching Department (CFLAT) is responsible for administering placement tests required to the high school, followed by the measuring and report of student results. See page 14.

High School Instructor Responsibilities
The high school instructor is responsible for honoring the purpose and integrity of the course descriptions, learning objectives, course content, registration and testing processes, and standards through classroom experiences and projects consistent with those being used at OIT. High school instructors may request the OIT faculty liaisons involvement for evaluation and assessment at any time during the term in which students are registered and for any project or assignment.

Even though in many cases, course materials already exist, a high school instructor's teaching load is increased with paperwork and program meeting responsibilities if they participate in ACP. Support from administrations at each high school is necessary to ensure coordination and communication with high school instructors and OIT. High school instructors will be asked to join the faculty liaison in planning curriculum and sharing experiences. Whenever possible, high school instructors should be allocated time by their administrators, principals and guidance counselors without penalty.

High School Administrator Responsibilities
The high school administrator will ensure release time and coverage to allow high school instructors to attend scheduled training, workshops, and assessment sessions. They will honor and respect the process and decisions used to select qualified students, determine class size, develop curriculum, assess projects, and assign grades.

COURSE OFFERINGS

The following are courses currently offered with Oregon Institute of Technology for the Advance Credit Program. This list does not encompass all the possible course articulations with OIT.

PREFIX	TITLE (Credits)	FACULTY LIAISON	PHONE
ACAD 115	Career Exploration(3)	Angela Archer angela.archer@oit.edu	(541)885-1646
BIO 101	General Biology(4)	Lloyd Parratt lloyd.parratt@oit.edu	(541)851-5155
BIO 102	General Biology(4)	Lloyd Parratt lloyd.parratt@oit.edu	(541)851-5155
BIO 103	General Biology(4)	Greg Pak greg.pak@oit.edu	(541)885-0764
BIO 109	Intro to Medical Sciences(2)	Rosalind McClure rosalind.mcclure@oit.edu	(541)885-1525
BIO 200	Medical Terminology(2)	Greg Pak greg.pak@oit.edu	(541)885-0764
CHE 101	Elementary Chemistry(3)	Ron Swisher ron.swisher@oit.edu	(541)885-1323
CHE 104	Elementary Chemistry Lab(1)	Ron Swisher ron.swisher@oit.edu	(541)885-1323
MATH 111	College Algebra(4)	TBA	
MATH 112	Trigonometry(4)	TBA	
MATH 243	Introductory Statistics(4)	TBA	
MATH 251	Differential Calculus(4)	TBA	
MATH 252	Integral Calculus(4)	TBA	
PSY 201	Psychology(3)	Alishia Huntoon alishia.huntoon@oit.edu	(541)885-1673
PSY 202	Psychology(3)	Alishia Huntoon alishia.huntoon@oit.edu	(541)885-1673
PSY 203	Psychology(3)	Alishia Huntoon alishia.huntoon@oit.edu	(541)885-1673
SPE 111	Fundamentals of Speech(3)	Christopher Syrnyk christopher.syrnk@oit.edu	TBA
WRI 121	English Composition(3)	Christopher Syrnyk christopher.syrnk@oit.edu	TBA
WRI 122	English Composition(3)	Christopher Syrnyk christopher.syrnk@oit.edu	TBA

COURSE DESCRIPTIONS

The following course descriptions are from the current Oregon Institute of Technology General Catalog.

ACAD 115 Career Exploration - 3 Quarter Credit Hours
Effective academic and career decision-making is facilitated by thorough self-assessment, exploration of the world of work and identification of appropriate academic majors. Course may include activities such as personality type testing, research, visits to academic departments and information interviews with professionals in various occupations.
Prerequisite: None

BIO 101 General Biology - 4 Quarter Credit Hours
Introduction to cell biology, genetics and evolution.
Prerequisite: None

BIO 102 General Biology - 4 Quarter Credit Hours
Consideration of phylogenetic relationship of the major groups of plants and animals.
Prerequisite: None

BIO 103 General Biology - 4 Quarter Credit Hours
Basic animal physiology with emphasis on humans.
Prerequisite: None

BIO 109 Introduction to the Medical Sciences - 2 Credit Hours
Survey of medical and health-related occupations, including biomedical sciences. Discussion of health care structure, private and public entities, the research community and trends in health education and practice.
Prerequisite: None

BIO 200 Medical Terminology - 2 Quarter Credit Hours
Basic structure of medical works including prefixes, suffixes, roots and combining forms. Correct spelling, pronunciation, and meaning of terms are stressed.
Prerequisite: None

COURSE DESCRIPTIONS

CHE 101 Elementary Chemistry - 3 Quarter Credit Hours
A brief presentation of introductory chemical concepts including atomic structure, the chemical equation, the behavior of gases, the chemistry of solution, and acid-base chemistry. For students with good knowledge of algebra.
Prerequisite: MATH 100 Corequisite: CHE 104

CHE 104 Elementary Chemistry Lab - 1 Quarter Credit Hours
Lab accompanying class content in CHE 101.
Prerequisite: None Corequisite: CHE 101

MATH 111 College Algebra - 4 Quarter Hours
Study of functions including graphs, operations and inverses. Includes polynomial, rational, exponential, logarithmic functions and their applications, and systems of equations.
Prerequisite: Students must take a placement test to qualify for entry. or MATH 100 with grade "C" or better.

MATH 112 Trigonometry - 4 Quarter Hours
The trigonometric functions and their applications. Topics include graphs, identities, trigonometric equations, vectors, and complex numbers.
Prerequisite: Students must take a placement test to qualify for entry. or MATH 111 with grade "C" or better.

MATH 243 Introductory Statistics - 4 Quarter Hours
Descriptive statistics, numerical and graphical presentation of data, estimation and margin of error, hypothesis testing, correlation; interpretation of statistical results.
Prerequisite: MATH 100 or instructor's consent.

COURSE DESCRIPTIONS

MATH 251 Differential Calculus - 4 Quarter Credits Hours
Theory, computational techniques and applications of the derivative.
Prerequisite: Students must take a placement test to qualify for entry.
or MATH 112 with grade "C" or better.

MATH 252 Integral Calculus - 4 Quarter Credit Hours
Computational techniques for and applications of the definite and in-
definite integrals.
Prerequisite: Students must take a placement test to qualify for entry.
or MATH 251 with grade "C" or better.

PSY 201 Psychology -3 Quarter Credit Hours
Introduction to the principles and applications of psychology. Topics
include scientific methodology, learning, memory and cognitive
processes.
Prerequisite: None

PSY 202 Psychology -3 Quarter Credit Hours
Introduction to the principles and applications of psychology. Topics
include the brain and behavior, consciousness, sensation and percep-
tion, and health psychology.
Prerequisite: None

PSY 203 Psychology - 3 Quarter Credit Hours
Introduction to the principles and applications of psychology. Topics
include social psychology, personality, maladjustment and
psychotherapy.
Prerequisite: None

SPE 111 Fundamentals of Speech - 3 Quarter Credit Hours
Public speaking with emphasis on content, organization and speaker
adjustments to various situations; dynamics of the speaker/listener in-
teraction; and appropriate language usage. Includes informative, de-
monstrative, and persuasive speeches.
Prerequisite: None

COURSE DESCRIPTIONS

<u>WRI 121 English Composition - 3 Quarter Credit Hours</u>
Introduces critical reasoning and analysis. Student explore connections between thesis, structure, tone and purpose; includes writing process, rhetorical strategies applications. Focuses on academic reading, writing and research skills.
Prerequisite: Students must take a placement test and have a 3.00 GPA in all previous English courses to qualify for entry.

<u>WRI 122 English Composition - 3 Quarter Credit Hours</u>
Designed to develop skills in ethical argument, research, critical thinking. Multipage papers, including argumentative research paper, required. Focuses on writing process with attention to audience, effective style, overall rhetorical effect.
Prerequisite: WRI 121 with grade "C" or better.

CENTER FOR LEARNING AND TEACHING

The Center for Learning and Teaching (CFLAT) is the department responsible for testing our students and providing student success services. You may contact CFLAT by calling 541-885-1791 or email cflat@oit.edu.

Disability Services and Accommodations

In general, students who would like to receive accommodations under OIT policies should contact the OIT Disability Services Office at the start of the term. Accommodations cannot be granted in a retroactive fashion. Existing high school accommodations should extend to the ACP classroom at the discretion of the instructor as long as such accommodations do not fundamentally alter the content or nature of the course. OIT suggests the student and instructor reach an explicit agreement prior to the start of the term to determine appropriate accommodations applicable to the course. OIT recommends that the students and instructors seek input from the high school's Disability Services representative as needed/desired by either party. The OIT Disability Services Office is available at 541-851-5179.

ACP Placement Testing Process

1) High School instructors email OIT's Center for Learning and Teaching (CFLAT) at cflat@oit.edu, requesting placement testing for Writing 121/122 or Math 111/112 courses.
2) CFLAT will coordinate with the High School to provide placement tests.
   a. Testing is typically available in the spring March through May and in the fall after Labor Day and prior to September 20.
3) CFLAT will process tests and compile results for the High School instructor, OIT faculty liaison, and OIT Academic Agreements Office.
   a. Results are to be treated as protected academic records.
   b. Results will state student name and result.
      i. "NO" = student is not eligible to enroll in desired course.
      ii. "YES" = student is eligible to enroll in desired course.
4) High School instructors review placement results and email the ACP Coordinator at brandy.brown@oit.edu to request the appropriate number of ACP registration packets (only for students who success-fully passed the test).

CENTER FOR LEARNING AND TEACHING

<u>Placement Testing Notes</u>

1) High School instructors should inform students of the upcoming test date and location; if students or High School instructors have questions about placement testing, they should contact CFLAT at cflat@oit.edu or 541-885-1791.
2) Accommodating Individuals with Disabilities
    a. Materials are available in alternative format; depending on the nature of the disability, individuals may be entitled to use an alternative test format.
    b. Contact CFLAT for more information and to let us know of your needs.
3) Timing
    a. Tests are not timed; generally students are able to finish each test within 45-60 minutes.
    b. Please allow adequate time for all students to complete testing.
4) Room Arrangements
    a. High School instructors are responsible for making arrangements for an appropriate testing environment.
    b. This includes making sure the testing location is accessible, has enough seating, and is comfortable in terms of lighting, heat, etc.
5) Calculators (for math placement tests only)
    a. Students are **not** allowed a calculator on the Elementary Algebra test, though a four-function calculator (NON-PROGRAMMABLE) may be used on the College Level Mathematics test.
    b. High School instructors are responsible for informing students of the opportunity to use a calculator if they will complete a MATH placement test.
    c. If placement testing is completed online, the testing platform will provide the only allowed calculator (this will be available for selected test questions only).
6) Retesting is not permitted within three months.
7) Test results are valid for no longer than 1 year.
8) CFLAT does not accept or process placement tests from other colleges (i.e. ASSET or COMPASS)
    a. OIT has analyzed all possible placement instruments and determined our current systems and processes to be most appropriate for OIT classes.

REGISTRATION PROCEDURE

Students must meet all specific course entrance requirements as listed in this manual under Course Descriptions including pre-requisites, placement tests, and GPA requirements. See pages 10-13. Prior to the start of the course, the high school instructor receives a packet of registration materials and instructions from the ACP Coordinator. The high school instructor is responsible for collecting the required registration materials and payment and mailing the packet back to the OIT ACP Coordinator.

1) Students must fill out these forms completely, attach payment and necessary documentation and return application to high school instructor. Students under the age of 18 years old must have application forms signed by their parent or legal guardian to register for an OIT course.

2) Tuition for the Advance Credit Program is $25 per credit. Payment must be attached to each student application. Tuition is non-refundable. ACP funds a grant program that pays for tuition for students who receive free or reduced lunches. To receive these funds, the student must fill out a Grant Form and obtain the required signatures.

3) The ACP Coordinator enters the appropriate data to admit and register the high school student for OIT credit. The ACP Coordinator provides the instructor with a class grade roster along with OIT student ID cards and student guides for each ACP student.

4) OIT ACP students are allowed to drop a course according to the dates from the high school instructor. The instructor has the option of following the OIT Academic Calendar or by computing dates with the Calculating Calendar Worksheet in accordance with the high school academic calendar. Students are required to fill out a Drop/ Withdraw Form. A drop will not show on their OIT transcript or affect their OIT GPA. There are no refunds.

5) OIT ACP students are allowed to withdraw from a course according to the dates from the high school instructor. The instructor has the option of following the OIT Academic Calendar or by computing dates with the Calculating Calendar Worksheet in accordance with the high school academic calendar. Students are required to fill out a Drop/Withdraw Form. A withdraw will result in a "W" on their OIT transcript. This does not affect their OIT GPA. There are no refunds.

GRADING PROCEDURE

The high school student obtains dual high school and college credit with the OIT Advance Credit Program. The grade for the course is determined in accordance with the grading criteria established by Oregon Institute of Technology. The high school grade is determined in accordance with grading criteria established by the high school. OIT follows the A B C D F grading scale and does not award pluses or minuses. It is possible for an ACP student to receive a different grade from their high school and from OIT.

1) A grade roster is sent with student ID cards in a confirmation packet to the high school instructor from the ACP Coordinator. The high school instructor is responsible for handwriting the letter grade for each student on the grade roster. **Due to FERPA regulations grades must be submitted to the ACP Coordinator via regular USPS mail only.**

2) Students may view their grades and order official transcripts from OIT to be sent to themselves or other colleges via their Web for Student.

3) Students may repeat a course to replace the previous grade(s) when computing GPA. Only the first two earned grades will be excluded for GPA calculations. *All grades and credits remain on the student's official transcript.*