



**GATEWAY
COMMUNITY COLLEGE**

A MARICOPA COMMUNITY COLLEGE

**Dual Enrollment Course/Instructor
Approval Packet**

Instructor Approval Process

GateWay partners with Valley high schools to offer dual credit for academic and occupational classes. Dual Enrollment courses are held on high school campuses and are taught by high school instructors who have met community college hiring qualifications. By offering the Dual Enrollment option, we strive to ease the transition from high school to college and to increase the number of college-bound high school students in our community.

Academic and Occupational Teaching Fields require the following from an accredited college or university:

Academic Courses	Occupational Courses
- Master's degree in the discipline to be taught, or	-the same qualifications as those listed for Academic Teaching Fields, or
- Master's degree in any area with 18 graduate credits in the discipline to be taught	-a bachelor's degree in the field from an accredited college or university plus three years of experience in the field or
	-5 years of experience in the field
BOTH: EDU 250 - Teaching and Learning in the Community College -- or equivalent must be completed by the end of the first semester of teaching a Dual Enrollment Course	

To apply, complete the application packet and submit the following to the Dual Enrollment Coordinator at GWCC. The review process may also include an on-site visit of your classroom and/or lab.

- Expectations of High School Instructors Teaching for Dual Enrollment Form
- Hiring Form (POI - CWR Data Form)
- Dual Enrollment Course Approval Form
- Resume
- Unofficial Transcripts – Please provide legible copies
 - o Official Transcript will be required upon approval
- Current Certificates and/or Certifications
- Letters of Employment (occupational/CTE only)
- Syllabus, including name and ISBN of textbook
- High School Course Standards with Curriculum Map

All required forms are included in this packet. Once the instructor packet has been received and processed, the GWCC Dual Enrollment Office will contact you.

Occupational Teaching Fields

The Occupational Teaching Fields require the following from an accredited college or university:

- a master's degree in the teaching field, or
- a master's in any teaching field with 18 graduate semester hours in the teaching field, or
- a bachelor's degree plus 3 years work experience in field to be taught, or
- 5 years work experience in the field to be taught

EDU 250 - Teaching and Learning in the Community College or equivalent must be completed within two years of date of hire

When using work experience in the field, please provide detailed letters of work experience as described below:

- ❏ Letters of work experience should be on company letterhead and should include specific dates of employment and a brief job description relative to the teaching field. Letters should come from either current or previous employers. There is no time limitation on the letter of verification. Human Resources or supervisors can write the letter. Letters should be signed and dated. E-mails, faxes could be used as a means to receive the letters. These are not letters of recommendation, they are letters documenting work experience. (Sample Employment Letter on next page).
- ❏ Self-employment letters can come from an individual's client, supplier, colleague, lawyer, accountant, etc. The letters need to verify the type of business owned which should be relevant to the teaching field, and the specific dates of owning the business.
- ❏ Use time only once no matter how many employers the individual worked for during the same time period.
- ❏ Military DD214 forms can be used to verify employment. There is a box that contains duties which verifies the job and years completed.
- ❏ Teaching experience can be used when it is the only experience the field utilizes.
Example: Aerobics, Martial Arts.

Sample Employment Letter

Must be on company letterhead.

Must include dates of employment and duties or tasks performed.

NOTE: This is not a letter of recommendation. It is a letter documenting your work experience.

Date

Gateway Community College
108 N 40th Street
Phoenix, AZ 85034

RE: Teachers Name

To Whom It May Concern:

John Doe was employed at Coconino Community College, Lone Tree Campus from January 2000 to March 2009. During this time frame John performed the following jobs:

- **Computer Lab Assistant:** John provided software support to students enrolled at CCC. He ran the open computer lab and helped with required record keeping, and hardware and software problems.
- **Contact Training Instructor:** John presented 8-hour contact training sessions on the various Microsoft and Corel software applications. He also presented Windows 10 and Internet sessions as well.
- **Classroom Assistant:** John supported instructors by operating the computer for presentation of lecture materials while the instructor conducted the lesson.

John demonstrated proficiency in the use of computer software while performing the above jobs.

If I can provide any other information, please contact me at (123) 456-7890.

Sincerely,

Human Resources/Your Boss/Your Colleague/ETC
Title

Expectations of High School Instructors Teaching for Dual Enrollment

Dual enrollment instructors must submit transcripts and/or documentation of work experience. Additional requirements that must be fulfilled to meet Maricopa County community Colleges District (MCCCD) expectations include:

- Annually completing the online FERPA training <https://maricopa.learn.taleo.net>
- Annually completing the online Information Security and Privacy Course (which includes FERPA I) <https://maricopa.learn.taleo.net> see page 2 for more information.
- Submitting your syllabus to the division chair, department chair, or assigned faculty member at your partner community college. Be sure that it includes all of the MCCCD Syllabus Requirements.
- Using college-approved textbooks and materials.
- Teaching your Dual Enrollment course(s) at a college level.
- Ensuring that your curriculum meets high school and MCCCD course competencies.
- Maintaining academic rigor.
- Adhering to the Maricopa Grading Policy.
- Certifying the 45th Day Roster online via the Maricopa Student Information System (SIS).
- Submitting final grades online via SIS.
- Attending professional development opportunities for Dual Enrollment instructors.
- Promoting Dual Enrollment in the classroom and support the registration process.

Dual Enrollment (DE) is a partnership that includes alignment to appropriate academic and service standards. Dual enrollment courses are verified by MCCCD instructional councils. MCCCD district-wide instructional councils are discipline-specific groups composed of one voting faculty representative from each of the Maricopa Community Colleges. The verification process includes examining competency alignment, the syllabus, materials, hours of instruction, class size, facilities, and availability of necessary equipment. MCCCD Executive Vice Chancellor and Provost approves all DE Courses for the DE Course Catalog. In addition, your partner community college will offer a discipline-specific orientation that will cover course philosophy and curriculum (including assessment criteria), administrative requirements, and potential professional growth opportunities. You will also be evaluated annually by the department/division chair or designee using established community college procedures.

DE On-line Course to fulfill EDU 250 Requirement: The purpose of the on-line course is to provide high school teachers, who teach courses for dual enrollment, with an overview of the MCCCD and the DE Program. The course is designed to fulfill the EDU 250 requirements for high school teachers who teach dual enrollment. Maricopa adjunct faculty are still required to fulfill the EDU 250 requirement per MCCCD Guidelines.

High School Teachers teaching DE enroll in the DE Course via the Employee Learn Center (ELC) using the URL address: <https://maricopa.learn.taleo.net>

Expectations Continued...

Annual Mandatory Training and Disclosures

The Maricopa Community College District (MCCCD) is committed to securing and protecting the data of our students, faculty and staff. In 2015, the District went through an extensive review and subsequent implementation of measures to support this commitment. One measure is to ensure that all employees and business partners are aware of their role and responsibilities in protecting information and preventing misappropriation of data. To this end, the District is requiring all individuals who have access to our data systems to complete a mandatory online learning plan annually. All Dual Enrollment teachers meet this requirement and will have to complete the course in order to continue to work within our technological systems and with any MCCCD student.

In our new administrative regulations, your role with the District is considered a Contingent Worker (CWR). CWRs are important as they may have a relationship with Maricopa in which they have access to information that is protected by law from inappropriate disclosure and misappropriation.

There are now two separate courses that fulfill different FERPA/student data access requirements. New employees should complete the courses required of their position within 30 days of their hire date and all current CWRs annually.

Information Security and Privacy: In response to the ever-changing world of information security and privacy, this course is designed to familiarize you with Maricopa's security and privacy regulations. Because you have access to Maricopa's systems and networks, and, therefore, may have access to information that is protected by law from inappropriate disclosure and misappropriation, completion of the course is required. FERPA I in the Annual

Information Security and Privacy Awareness Learning Plan is a prerequisite for the FERPA: Level II course.

FERPA: Level II: In 1974, Congress enacted the Family Educational Rights and Privacy ACT (FERPA), which places restrictions on any school, college, or university receiving federal funds over the release of student records. In this course, you'll find information on the Maricopa County Community College District's (MCCCD) policies that were adopted to comply with FERPA requirements as well as other pertinent laws regarding access to other forms and official records. If you're an employee of MCCCD with access to student education records, you're obligated to comply with FERPA and to protect the confidentiality of student educational records in your possession.

In order to receive credit for completing the learning plans, you must pass each course quiz with a score of 80% or better. Your quiz scores will be immediately available and you may attempt each quiz as many times as necessary.

For accessibility/disability accommodations, technical issues, or if the learning plan is not showing as completed, contact the Center for Employee & Organizational Development at employee.development@domail.maricopa.edu, 480.731.8209

By signing below, I acknowledge my responsibilities as a Dual Enrollment Instructor.

Signature: _____ Date: _____

Phoenix Union High School District

DUAL ENROLLMENT COURSE APPROVAL(DECAF)

Submit this form and required documentation to:

Phoenix Union High School District, Curriculum Division (CEE-3) via the district’s online collaborative platform. Submit one DECAF form for each **high school** dual enrollment course with other required documentation.

Name of High School _____

High School Course Title _____

High School Course Teacher (print full name) _____

Name of College/University _____

College Department Chair/University Dean (print name) _____

College/University Full Course Title	Course Number	# of Credits	Semester for Credit Offering (Fall, Spring or Year Long)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Signatures indicate course alignment sufficient to award both high school and college/university credits, verification of minimum teacher qualifications according to HLC and/or school support for dual enrollment.

_____	_____
High School Course Teacher Signature	Date
_____	_____
High School Instructional Leader Signature	Date
_____	_____
Assistant Principal for Registration Signature	Date
_____	_____
Content Specialist Signature	Date
_____	_____
PXU District Subject Area Curriculum Director Signature	Date
_____	_____
College/University Course Department Chair/Dean Signature	Date
_____	_____
College/University Dual Enrollment Coordinator Signature	Date

MCCCD ONLINE POLICY MANUAL
Instruction Section III
3.6 Distribution of Course Syllabus

The MCCCD strives to create a productive learning environment for all students. Students will be advised of course content and instructor expectations through a course syllabus. The course syllabus serves as an agreement between the instructor and student.

The instructor must present a course syllabus to students during the first week of a class (before the end of drop/add). A copy of the course syllabus must be submitted to the division/department office at the college no later than the end of the first week of class.

The following items must be included or referenced in the course syllabus:

- College name, Campus or Site
- Instructor's name and contact information for student support
- Course information
 - Title, prefix, course number and section number(s)
 - Academic term and year, e.g., Fall 2016
 - MCCCD Course Description and/or Overview
 - Course format, e.g. Online, Hybrid, Face-to-Face
 - Credit Hours
 - Instructional Contact Hours and Minimum Expectations for number of hours spent out-of-class to complete coursework (See [Federal Credit Hour Definition](#))
- MCCCD Course Competencies
- Grading standards and practices
- Attendance requirements
- List of required and recommended texts, materials and technologies.
- Statement of student responsibility for the information in the syllabus.
- Statement of student responsibility for the college policies included in the college catalog and the student handbook
- Information about the availability of services for students that require special accommodations.
- Statements, as applicable, to inform students of the use of third-party learning tools, course-level integrations (LTIS) in the Learning Management System (E.g. Publisher Tools), social networks, combined (cross-listed) sections, proctored/monitored exams and plagiarism detection.
- Statement indicating that information included in the syllabus may be subject to change such as: "Students will be notified by the instructor of any changes in course requirements or policies."
- Statement or link regarding services for students with disabilities, unless instructor has placed the statement as an announcement in the classroom with the subject header classroom accommodations for students with disabilities, or the statement is placed on another piece of mandatory course material. Statement may be found here: [Mandatory DRS and TITLE IX Syllabus Statements](#)
- Statement or link regarding Title IX sexual harassment unless instructor has placed the statement as an announcement in the classroom with the subject header addressing incidents of Title IX sexual harassment or the statement is placed on another piece of mandatory course material. Statement may be found here: [Mandatory DRS and Title IX Syllabus Statements](#)

An instructor may choose to include additional information, such as expectations for academic work, required format, due dates, penalties for late/missed work, extra credit, etc., as necessary.

Source: <https://district.maricopa.edu/regulations/admin-regs/section-3/3-6>

MARICOPA COUNTY COMMUNITY COLLEGES
Gateway Community College

CWR / POI DATA FORM

PERSONAL DATA

To Be Completed by CWR/POI – Please Print

NAME _____ SOCIAL SECURITY # _____
Print your full name exactly as it appears on your Social Security Card

ADDRESS _____
Street Address(with apt. #) City State Postal Code

PHONE () _____ PREFERRED PHONE () _____
Circle one: Cellular/Work/Other Circle one: Cellular/Work/Other

MALE _____ FEMALE _____ BIRTH DATE _____ EMAIL _____

EMERGENCY CONTACT _____
Name & Relationship Home Phone Work Phone

Have you ever worked for the Maricopa County Community College District before? _____ Yes _____ No

HIGHEST LEVEL OF EDUCATION ACHIEVED: () Less than high school () High school graduate () Tech/business School
() Some college () AA () Bachelors () Some grad school () Masters () JD () Doctorate () MD () DDS

ACKNOWLEDGMENT

By my signature below, I assert that all the information given in the "Person of Interest" form is true and acknowledge understanding and agreement with all materials and conditions as stated. I understand that false information (misrepresentation or omission of information) may be the basis for termination of my role at CGCC. I authorize investigation of all statements contained herein and hereby release all parties from any liabilities that may result from furnishing such information.

Signature _____ Date _____

STATEMENT OF REGISTRATION STATUS

Per Arizona Revised Statute 38-201, effective September 20, 1988, "a male person born after December 31, 1960 is not eligible to hold any office, employment or service in any public institution in Arizona unless the person has registered with the selective service system." Revised 7/21/2010.

TO BE COMPLETED BY DEPARTMENT AUTHORIZER

Check one: *(see reverse for definitions)*

- () DUAL ENROLLMENT INSTRUCTOR () CONSULTANT () AGENCY TEMPORARY () CALL CENTER
() RETIRED EMPLOYEE () UNPAID INTERN () VOLUNTEER () VENDOR () ESS EDUCATIONAL SVCS.

Department: Early Outreach Dates of service: FROM / / TO: / /
Required for HRMS Enrollment

Does person need access to computer systems? Yes No Does person need an ID badge? Yes No

SUPERVISOR: _____
Print Name Signature Date

If person is Dual Enrollment Instructor:

HIGH SCHOOL _____ SEMESTER: Fall _____ Spring _____ Year _____

Course(s) _____

For Employee Services use only:

HRMS entry _____ SIS ID # _____ Person ID # _____ Emailed Dept. _____

FERPA _____ Sent to D.O. _____ Processed by _____ Date _____

CWR / POI ANALYSIS

College Employee Services strives to provide customers with most efficient service possible. This form will assist us in providing you with the best possible customer service. Please use the following to select the type of POI you are bringing forward, so that our office can best determine your needs.

PERSON OF INTEREST ANALYSIS			
Person of Interest Category	Check one that applies	Next Step	Definition
Dual Enrollment Instructor	<input type="checkbox"/>	Complete POI Packet Retain originals in Division files Forward appropriate copies to College Employee Services	Teaches college-level courses to High school students and are not compensated by MCCC
Consultant	<input type="checkbox"/>	Complete POI Packet Forward entire packet to College Employee Services	Hired to do specialized work on certain projects and are paid by outside sources
Agency Temporary Employee (such as Kelly Services Employee)	<input type="checkbox"/>	Complete POI Packet Forward entire packet to College Employee Services	Temporary agency employees that come to work for MCCC and are paid by the temporary agency
Retired Employee	<input type="checkbox"/>	Complete POI Packet Forward entire packet to College Employee Services	Retired employees who continue a relationship with MCCC are changed from Employee status to Person of Interest status
Call Center Employee	<input type="checkbox"/>	Complete POI Packet Forward entire packet to College Employee Services	Employees who provide support for some of our systems and are paid by the contracted company
Unpaid Intern	<input type="checkbox"/>	Complete POI Packet and Forward everything to College Employee Services Retain copy of "field placement agreement" in dept.	Can be any member of the community who is completing an internship for their degree program at a university
Volunteer*	<input type="checkbox"/>	Complete POI Packet and *MCCC Volunteer Forms* Forward everything to College Employee Services	Can be any member of the community working on a volunteer basis
Vendor (i.e. Follett or Chartwells employee)	<input type="checkbox"/>	Complete POI Packet Forward entire packet to College Employee Services	Vendors are companies that provide services to MCCC employees and students
ESS Educational Services	<input type="checkbox"/>	Complete POI Packet Forward entire packet to College Employee Services	Are contract relationships with MCCC for specialized programs For example: hospitals providing adjuncts for nursing program and/or Fire Science/EMT department