



Concurrent Enrollment (CE) High School Instructor Resource Guide

Welcome

ACC values your participation and partnership in becoming qualified to teach ACC college courses in the high schools through the Concurrent Enrollment High School Select program. Our **Concurrent Enrollment Vision** is to be the leader in innovative and quality Concurrent Enrollment programming in the state of Colorado, and our **Concurrent Enrollment Mission** is to serve our community by ensuring equitable post-secondary access for Colorado high school students.

Concurrent Enrollment High School Instructors

As a Concurrent Enrollment - High School Select instructor, there may be classroom policies and procedures that differ from those at your home high school. To help understand the responsibilities and expectations for teaching on behalf of ACC, the following items in this handbook will be helpful when preparing for the course and conducting your classes. Please thoroughly read the information outlined in this handbook and contact the Concurrent Enrollment Office at any time with any questions. We are here to support you!

ACC Concurrent Enrollment Staff

Meet the Concurrent Enrollment Team



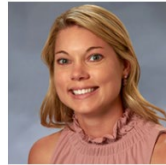
Abigail Beckwith
Concurrent Enrollment Specialist



Shari Culver
Associate Dean



Brigid Harris
Concurrent Enrollment Specialist



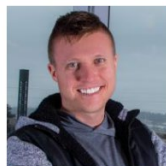
Marcy Huck
Assistant Director



Jen Jacobs
Administrative Assistant



Misty Murphy
Concurrent Enrollment CTE
Navigator



Garrett Spradlin
Sturm Collaboration Campus
Concurrent Enrollment Navigator

Contact us!

[Arapahoe.edu/concurrent](https://www.arapahoe.edu/concurrent)

Acc.ce@arapahoe.edu

[303-797-5946](tel:303-797-5946)

Suggested Timeline of Responsibilities

Start of semester

- Connect with your ACC CE Faculty Liaison – Review classroom resources provided
- Submit syllabus to the “[CE Instructor \(Syllabi & Resources\)](#)” SharePoint.

Ongoing

- Anticipate one classroom observation per year from the ACC CE Faculty liaison
- Work with the CE liaisons to incorporate any new changes to the syllabus, the curriculum, textbooks, or assessment.
- Work with the ACC CE Associate Dean for Instruction if any issues arise in the course.

End of Semester

- Submit final grades for your students on the myACC platform within 2 days of completing your high school semester

Overview of Roles & Responsibilities

The CE Staff Will:

- Send a communication to the new instructor to introduce the instructor to the liaison and the resources on campus and to clarify everyone’s role.
- At regular intervals prior to the start of the semester, send regular updates on syllabi templates
- Coordinate regular semester professional development opportunities
- Collaborate with the schools/districts and ACC departments to determine course offerings.
- Communicate early and often with the ACC departments and high schools about processes, standards, and important deadlines.
- Serve as first point of contact for new and ongoing instructors.
- Provide parent/student info sessions and advising *as requested* by high schools.
- Enroll students in their courses.
- Answer parent/student/counselor questions.
- Verify final lists of courses/instructors and student rosters with the high schools and ACC departments before the end of the spring semester for the following academic year.
- Maintain database of instructors, courses, and students.
- Ensure final grades are submitted by each instructor through Banner.

The ACC Faculty CE Liaisons Will:

- Hold High School Select courses to the same standards as any course offered on campus.
- Collaborate with the Concurrent Enrollment Department and the school districts to determine High School Select course offerings.
- Review potential instructor transcripts/credentials and resumes, interview qualified instructors, and complete verification of assignment forms.
- Provide mentoring prior to the instructor’s first semester and ongoing mentoring as needed.
- Meet with new High School Select instructors to: ○ Communicate departmental expectations for syllabi, course content, course delivery, etc.

- Provide required textbook information on other required curricular materials and supplies. (ACC is not responsible for supplying course textbooks and/or materials.)
- Create a structured plan for continued contact; provide a calendar of departmental meeting dates and any other departmental trainings or opportunities.
- Encourage open lines of communication with instructors as questions/concerns arise.
- Attend any other concurrent enrollment meetings or trainings, as requested.
- Collect grade books and student work (per individual departmental requirements).
- Observe instructors once during their first semester and at least once every academic year while the instructor teaches and provide feedback in the same way as part time faculty on campus.
- Communicate with the Concurrent Department early and often when issues with instructors and/or courses arise.

High School Instructors Will:

- **Submit required ACC employment application paperwork** through ACC Human Resources, once resumes, transcripts and/or credentials are approved by the academic department.
- Maintain necessary educational credentials, professional skills, etc. consistent with ACC policy.
- **Attend High School Select Instructor Meeting** and any other Concurrent Enrollment Department trainings, as requested.
- Collaborate with the ACC academic department faculty on departmental standards, policies, course requirements, and expectations.
- Respond quickly to email requests from ACC academic department and the Concurrent Enrollment Department
- Teach the ACC course, including, but not limited to;
 - Creating an effective learning environment, while maintaining college-level rigor and integrity.
 - Checking student rosters using the ACC Banner system to ensure enrollment accuracy.
 - Conducting appropriate evaluations and assessments of student learning outcomes.
 - Teaching the required ACC course competencies and meeting contact hour requirements.
 - Using the current ACC textbook/materials, appropriate resources, technology, and pedagogy in the delivery of courses.
 - Following ACC policies and procedures on FERPA, grievances, accommodations, grades, etc.
 - Submitting finalized class syllabi to the ACC department by the designated deadline.
 - Being observed in class by the ACC academic department and the Concurrent Enrollment Department, at least once per year.
 - Submitting copies of grade books and student work to the Concurrent Enrollment Department or the ACC academic department, as requested.
 - Submitting final student grades using the ACC Banner system by the grade submission deadline.

High School Instructor Guidelines and Standards

The Colorado Community College System has presented academic standards to maintain rigor and quality in all concurrent enrollment courses. [CCCS Statement of Standards](#)

These standards focus on:

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|---------------|--------------|
| • Partnership | • Curriculum |
| • Faculty | • Student |
| • Assessment | • Evaluation |

CURRICULUM AND RIGOR: The High School Select program offers ACC courses in the high schools. These are college-level courses taught with the same integrity, rigor, standards, and student learning outcomes as courses taught on the ACC campus.

OUTCOMES AND ASSESSMENT: ACC student learning outcomes are measured by meeting required course competencies and objectives, which will be provided by your academic department. At the beginning of a course, instructors should explain these objectives to students and the basis on which grades will be assigned. Check with the ACC academic department faculty for more information on curriculum, assignments, assessments, student evaluation methods, etc. ACC academic departments may request copies of assignments, assessments, and student work.

SYLLABI REQUIREMENTS: The ACC academic department will provide instructors with a syllabus template, including an outline of the ACC course competencies. The Concurrent Enrollment will provide details and important dates for the upcoming term. Instructors will be required to create an ACC syllabus for each course and submit to your ACC academic department faculty. Instructors are also required to provide a copy of the syllabus to each student, including any ACC important dates and the drop/withdraw dates for the course. Syllabi are best handed out on the first day of the term and reviewed in class.

INSTRUCTOR QUALIFICATIONS: High School Select instructors must meet all ACC hiring qualifications and complete the ACC hiring process to be eligible to teach. Faculty qualifications are determined by the ACC accrediting body, the Higher Learning Commission, and are vetted by the respective ACC academic departments for final approval. Instructors are also required to maintain necessary educational credentials, professional skills, etc. consistent with ACC policy. All High School Select instructors will complete the full ACC hiring process, including a background check.

ACC EMPLOYEE ID (S#) – After completing the ACC hiring process, each instructor is assigned an S# by ACC Human Resources. It is required to teach and will be used to check rosters and enter student final grades in ACC Banner.

STUDENT ENROLLMENT: High School Select students are required to complete the ACC admissions process, including the ACC online admissions application and district concurrent enrollment student paperwork. Students must meet all college requirements and satisfy all course prerequisites to be eligible for enrollment in High School Select courses.

DROP/WITHDRAW DATES: Students should be made aware of the drop and withdraw dates for ACC High School Select courses in the course syllabus and reminded as the date approaches. The drop date is the last date that a student can drop the course without recording a grade and without the tuition being billed to the district. The withdraw date is the last date that a student can withdraw from a course with a “W” recorded on their permanent ACC transcript. *Students must notify their high school counselor if they wish to drop or withdraw from any High School Select course.*

BANNER REPORTING SYSTEM: High School Select instructors will use the ACC Banner reporting system to access ACC course rosters, find ACC course add/drop/withdraw dates, and to record ACC final grades. You will need your ACC employee ID (S#) to access the Banner system and to enter final grades.

GRADING: Final grades are due at the end of each semester and must be submitted through ACC’s online Banner reporting system via eWOLF (instructions will be emailed). All students enrolled in the ACC course must receive an ACC final grade. Incomplete or ‘I’ grades are appropriate only under special circumstances and must be approved by the ACC Registrar.

OBSERVATIONS BY ACC ACADEMIC DEPARTMENTS: High School Select instructors will be observed at least once per year in the classroom setting by the ACC academic department faculty or designee. An ACC academic department faculty will schedule a time to visit each classroom to conduct the observation.

FEEDBACK FROM STUDENTS: High School Select students will be given the opportunity to provide feedback on the ACC course and instructor, the same as students on campus. Evaluation results will be shared with the instructor after final grades are submitted and will be used to evaluate instructor performance and enhance instruction. A Concurrent Enrollment Department representative will provide instructors with the evaluations and information on how they are to be administered.

INSTRUCTOR MEETINGS AND PROFESSIONAL DEVELOPMENT: A High School Select Instructor meeting will be conducted by the Concurrent Enrollment Department once during the academic year. All instructors are required to attend the meeting to stay up-to-date on important information regarding responsibilities and expectations of an instructor in the ACC High School Select program.

High School Select instructors are also required to contact their ACC academic department faculty, prior to the start of the semester, for necessary information needed to teach the ACC course(s). ACC academic department faculty will be your contact for all curriculum, content, and course-specific information. Instructors are also welcome to attend any ACC professional development opportunities or check out materials from the professional development library. Contact your ACC academic department faculty for more information.

COMMUNICATION AND MENTORING: Communication and mentoring between High School Select instructors, the ACC Concurrent Enrollment Department, and the ACC academic departments will be ongoing. Instructors are expected to check their email and voicemail often, and respond in a timely manner to any ACC needs. Instructors are also encouraged to contact the Concurrent Enrollment Department or the ACC academic department at any time with questions and concerns. Please contact the Concurrent Enrollment Department immediately if you have any issues with your ACC academic department or do not feel that you are receiving adequate mentoring.

TEXTBOOKS AND MATERIALS: High School Select course textbooks, software, materials and supplies are determined by the ACC academic department and will be the responsibility of the high school. ACC academic department faculty will provide instructors with textbook ISBN and publisher representative contact information for ordering by the high school/district, as well as a list of any other required course materials.

CLASS Cancellation: Students will follow the class schedule at their high school, including all delays and closures. High School Select courses will be held as scheduled, in the event ACC is closed and the high school remains open.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA): FERPA is a federal law that protects college students' educational records. To participate in the High School Select program, students sign a concurrent enrollment agreement form acknowledging that ACC can share enrollment and course progress information with high schools. It is the responsibility of the instructor to protect student records. High School Select instructors should follow their high school's secondary FERPA policy when sharing information with parents/guardians about student progress that affects the high school transcript.

ACCOMMODATIONS: Concurrent enrollment students with an IEP/504 plan on file must arrange accommodations through the ACC Disability Support Services (DSS) office. Information regarding common approved accommodations will be sent via email at the beginning of each semester. *Allowable accommodations may differ from the high school accommodations for students in concurrent enrollment courses.* Please call the DSS office at 303-797-5860 for more information or to make an appointment.

STUDENT GRIEVANCE PROCESS: In the event that a student has a grievance regarding an *academic* issue in their High School Select class, students may follow the ACC grievance process. For more information, please visit the [ACC Dean of Students website](#).

STUDENT CODE OF CONDUCT: Students in the High School Select program are accountable to both the high school and ACC Codes of Conduct. The ACC Code of Conduct can be viewed at the [ACC Dean of Students website](#).

MY COURSES (DESIRE 2 LEARN): D2L (Desire2Learn) is the online learning system used at ACC. Instructors may use the high school's online learning system, but some ACC academic departments may also require you to use D2L to access departmental resources, record grades, administer exams, etc. High School Select instructors can attend D2L instructor training offered by ACC Online Education Support.