

# Idaho State UNIVERSITY

## Early College Program

### Course Request Application Checklist and Timeline

The Early College Program adjunct/affiliate faculty qualification standard is a Master's degree in the content area of the course requested. Instructors requesting approval for certain dual credit history courses may be approved without a Master's degree, if they are AP audit approved through CollegeBoard. A course request application is considered complete when accompanied by the following:

- ✓ Course Request Form (with signature from building principal)
- ✓ Current Resume' or Curriculum Vitae
- ✓ Personal Teaching Philosophy Statement (College Level Instruction)
- ✓ Letter(s) of Recommendation (The English department requires 3 letters)
- ✓ Transcripts (unofficial are OK until approved, then official needed)

\*A syllabus may be requested by the approving department prior to approval, and the Early College Program will let you know if this is requested. However, this is not a final syllabus. If approved, you will develop a syllabus based off of the standard department syllabus for your course prior to teaching.

The application will be forwarded to the current department chair within the discipline course requested. Applications are reviewed within 3-4 weeks after receipt. Once a decision is made, the Director of the Early College Program will inform you and your principal of the department's decision by letter.

New Instructors are required to attend a Course Orientation Workshop prior to teaching their dual credit course. Please make sure applications are received in a timely manner for approval. For courses beginning in the fall, **May 1** is the priority deadline with **July 1** as the final deadline for submission and **November 1** for spring course submissions.

All instructors are required to attend an annual Early College Instructor Professional Development Workshop held on the Pocatello campus of Idaho State University. Instructors not attending this workshop, for whatever reason, will be in non-compliance. Please refer to the Early College Program Administrative Policy Guide for more information.

Please do not hesitate to contact Chelsie Rauh, Director at (208) 282-2633 should you have questions.