



College of Southern Nevada

Jumpstart Concurrent Enrollment

Prospective Instructor's Guide to Submit a Credential Review Application

Table of Contents

| | |
|--|---|
| College of Southern Nevada | 3 |
| Mission:..... | 3 |
| Vision:..... | 3 |
| Values:..... | 3 |
| Become a Jumpstart Concurrent Enrollment Instructor | 4 |
| Instructor Qualifications | 4 |
| Expectations, Responsibilities, and Privileges | 4 |
| Professional Development..... | 4 |
| Syllabus | 4 |
| Instruction..... | 5 |
| Communication and Collaboration with Faculty Liaisons..... | 5 |
| Grades | 5 |
| Technology..... | 5 |
| Other Policies..... | 5 |
| Privileges | 5 |
| Stipend | 6 |
| Application Process..... | 6 |
| Accepted/ Denied Process | 7 |
| 2022-23 Application Deadline..... | 7 |

College of Southern Nevada

Mission:

The College of Southern Nevada empowers our students and communities to achieve, succeed, and prosper.

Vision:

The College of Southern Nevada is recognized as a leader among community colleges in fostering student success, shared governance, and performance excellence.

Values:

Integrity: We place fairness, honesty, transparency, and trust at the center of all decisions, policies, and operations.

Lifelong Learning: We foster curious minds, continuous learning, and broad-based education to enhance creative thinking, problem-solving, innovation, and principled leadership.

Excellence: We achieve and surpass our goals through continuous performance improvement and commitment to — and quality in — teaching, learning, scholarship, service, and administration.

Academic Freedom: We embrace freedom of thought and speech in support of teaching, learning, communication, shared governance, and responsible civic engagement.

Diversity: We value the integration of different backgrounds and perspectives among students, faculty, staff, and community members as a way to collaborate and promote creativity, innovation, and growth.

Become a Jumpstart Concurrent Enrollment Instructor

The Jumpstart Concurrent Enrollment Program at the College of Southern Nevada (CSN) invites applications from qualified high school instructors to teach college level courses at their high schools. As CSN part time faculty, instructors will have the opportunity to teach introductory general education or career and technical education (CTE) courses to support students in getting a jumpstart on their college degree. Approved instructors fully implement the college curriculum, following college policies, semester timelines, course rigor, learning outcomes, and student assessments. Join us in offering this exciting opportunity to Nevada students!

Instructor Qualifications

The position of Jumpstart Concurrent Enrollment Instructor is defined as a high school teacher who is employed full time, primarily by their high school, and who teaches college credit bearing courses during the school day.

The College of Southern Nevada (CSN) is accredited through the Northwest Commission on Colleges and Universities and must maintain our adherence for instructor requirements and qualifications to their policies. To be considered for a position as a CSN Jumpstart Concurrent Enrollment Instructor, an individual must possess either a master's degree in the content which they intend to teach, or a master's degree in any content area and +18 graduate credit hours in the content area. CTE also considers industry credentials and years of experience in the CTE field in lieu of a master's degree. For detailed information on instructor qualifications please refer to the Courses Approved for Concurrent Enrollment and Instructor Qualifications document.

Expectations, Responsibilities, and Privileges

Jumpstart Concurrent Enrollments Instructors are recognized as part time faculty members at CSN. Therefore, the following is a list of the expectations, responsibilities, and privileges of all concurrent enrollment instructors who partner with CSN:

Professional Development

- Attend the CSN Annual Adjunct Conference and Jumpstart Orientation in August
- Participate in mid-year professional development workshops scheduled by the respective CSN academic department

Syllabus

- Prepare a syllabus (based on the model provided to you by the academic program's CSN Faculty Liaison) and submit an electronic copy for review/ revision to the CSN Faculty Liaison

- Distribute and discuss your approved course syllabus to each student on the first few days of class making sure to cover the overview of the course as well as CSN expectations and support services

Instruction

- Instruct your course(s) to the equivalent level of curriculum, philosophy, and pedagogy as the same course taught on CSN's campus and according to your approved syllabus

Communication and Collaboration with Faculty Liaisons

- Coordinate with your Faculty Liaison to schedule at least 1 site visit to the classroom for observation
- Collaborate with your Faculty Liaison to ensure assessments administered in your classroom are in a comparable format and being assessed at the same level as on-campus students

Grades

- Maintain a grading system that not only aligns with CSN's grading scale, but also reflects the same assessment strategies aiming for true equivalency between the concurrent enrollment course and the same course taught on campus
- Submit an E-Alert referral for students with consistent academic deficiencies (D or F quality work). These students can then be referred to CSN student academic advising for potential tutoring or other supports
- Provide students with consistent academic deficiencies the opportunity to withdraw from the class with a "W" by the semester deadline set by the CSN Registrar
- Submit final grades for the course by the deadline specified by the CSN Registrar

Technology

- Strongly encourage the use of the CSN student email account by all students (should be checked at least once a week)

Other Policies

- Be sure to comply with any and all other policies in the CSN Jumpstart Concurrent Enrollment Instructor Handbook and Faculty Supplement

Privileges

- Grant-In-Aid – The part time professional faculty grant-in-aid program applies only to CSN part-time professional faculty members. The program covers courses taken during the fall and spring semesters at any of the NSHE institutions. Courses taken are not to exceed the number of credit hours the part-time faculty member is currently teaching and are not to exceed 6 credit hours.
- Faculty ID Card - Can be used for discounts at the CSN bookstores and throughout the community
- Technology Discounts – Faculty are eligible for discounted Adobe and Microsoft Office 365 Suite products

- Library Services – Faculty have access to CSN library services and resources (databases, catalogues, subscriptions, etc.)
- College Email Access – A CSN faculty email account is assigned and events, resources, and correspondence from campus are communicated through this account
- Canvas Access – This online learning management system can enhance classroom instruction by allowing students to have access to course materials from home
- MyCSN Access – This online resource links all faculty members to information concerning class rosters and is the portal where the instructor will record grades
- Ongoing Professional Development Opportunities - The Center for Academic and Professional Excellence (CAPE) provides in-person and online workshops and professional development opportunities throughout the year
- Early College Staff – Each high school has an Early College Campus Manager assigned to their high school. They are available throughout the year (including summers) for questions, comments, and concerns.

Stipend

Jumpstart Instructors receive a stipend every 16-weeks for teaching an approved concurrent enrollment course at their high school. The stipend payment is \$200 per course, per semester, paid by CSN as well as a stipend paid by their respective high school or school district.

Application Process

High school teachers who are interested in becoming a Jumpstart Concurrent Enrollment Instructor with CSN, that are not already partnered with us, can complete and submit the following documents to their assigned CSN Early College Manager:

- Credential Review Form
- Letter of Introduction –Write a letter introducing yourself, include the CSN class(es) you would like to teach, your teaching experience, and describe your teaching philosophy.
- Curriculum Vita/ Resume – Detail all academic and professional experience
- Supplemental Questionnaire (for English 100/101/102 and Academic & Life Success 101 applicants)
- Unofficial undergraduate and graduate transcripts – Once approved to teach, official copies will be required and must be submitted before the first day of class.
- Letter of Support from School Principal – The letter should state support for you as the instructor of the concurrent enrollment course and their commitment to inform parents and students about CSN’s concurrent enrollment opportunities.

Accepted/ Denied Process

The CSN academic program department chair reviews and approves all new applicants. If you have been accepted as a concurrent enrollment instructor you will receive a confirmation letter through email. If the application was denied, you will be notified as soon as the decision is made as will the local administrator who referred you. Your notification will also include the reason why your application was not accepted and potential steps to prepare should you decide to attempt to apply in the future.

Application Deadline

For priority consideration, interested high school instructors should submit their application packet to their assigned CSN Early College Manager beginning October through March of each academic year. Applications received after the deadline will be reviewed on a case-by-case basis and may not be considered.