

REVISED DATE: 6.1.19



Northcentral
TECHNICAL COLLEGE



K-12 High School Dual Credit Teacher Handbook

**2019-2020
Academic Year**

An Overview of Dual Credit for High School Teachers

Dual credit provides high school students the opportunity to earn **both** high school and college credit by taking an approved college-level course at the high school during the traditional school day. Northcentral Technical College (NTC) and district high schools partner to offer college level courses to high school juniors and seniors through an annual written articulation agreement. High school students are enrolled in an associate degree or technical diploma level course taught by a dual credit certified high school instructor. Per special request some sophomores are able to receive dual credit. This must be discussed with the K-12 Pathways Director ahead of time.

NTC's dual credit curriculum seldom "fits" perfectly into current high school course offerings and/or class time. Some NTC courses are required to be taught the entire year (two semesters), while others may be taught in either a year-long or single semester format. In some courses, the high school includes "extra" curriculum to meet the instructor or school desire for teaching additional competencies while delivering 100% of the required NTC curriculum.

Why Participate in Dual Credit?

Several studies have shown that high school students who get a head start on college through dual credit programs, are more likely to finish high school, enroll in college, and earn a credential.

To get started teaching Dual Credit with NTC:

1. Contact Tracy Ravn-K-12 Pathways Director, Ravn@ntc.edu, 715-803-1782 to discuss course offerings and obtain an application to teach.
2. Submit the "NTC Application To Teach Dual Credit." After your initial request, Tracy will provide your MyNTC username and password.
3. Go onto MyNTC and request the course/s you would like to teach

Upon Dual Credit course approval, you will be assigned an NTC Faculty Mentor. The role of this person is to:

- Provide NTC's course curriculum & competencies
- Provide textbook information and/or approve the textbook currently used
- Provide a sample syllabus
- Provide the required NTC grading scale
- Reach out throughout the year to provide assistance
- Answer your questions, visit your classroom, engage with your students

Additional Dual Credit Instructor Requirements:

- Attend required Dual Credit meetings throughout the school year and during the summer
- Help your students enroll in your course. Tracy will provide instructions along with your class number.
- Submit an annual request to teach Dual Credit, Tracy will provide instructions.
- Submit a course syllabus to your NTC faculty mentor.
- Submit course grades (Use the NTC grading scale), Tracy will provide instructions.
- The high school faculty are also required to maintain a connection with their NTC mentor instructor to ensure that content, rigor and assessment standards of the NTC course are being met. High school teachers and NTC instructors need to communicate in person, by phone or by email three (3) times per school year.
- If this is the first time a teacher is teaching a dual credit course they are required to meet face to face with the NTC faculty mentor to cover course content.
- If possible bring your students to NTC campus and connect with your faculty mentor.
- If the NTC Faculty and K-12 Pathways Director does not feel the teacher is ready to teach the course they have the right to deny them that privilege.

Certification Requirements For Instructors to Teach Dual Credit Courses

General Education Teachers:

To stay within the guidelines of the Higher Learning Commission (HLC) NTC has set certain guidelines that high school dual credit instructors are expected to maintain.

1. High School teacher must hold a current DPI license in the discipline in which he/she would like to teach
2. High school teacher must be employed as a secondary school instructor in a K-12 district within the Northcentral Technical College district
3. A copy of your DPI license required
4. Hold a Master's degree in the content area that you are teaching in; or hold a Master's degree and 18 credits in the content area you are teaching in; or meet our tested experience.
5. College transcripts required

All CTE Teachers:

To stay within the guidelines of the Higher Learning Commission (HLC), NTC has set certain guidelines that high school dual credit instructors are expected to maintain.

1. High School instructors must hold a current DPI license in the discipline in which he/she would like to teach
2. High school instructor must be employed as a secondary school instructor in a K-12 district within the Northcentral Technical College district.
3. A copy of your DPI License required

Dual Credit Course Offerings for 2019-2020

School of Advanced Manufacturing and Transportation

Certification requirements: 220 Technical Education degree or for some courses 550 Art DPI license.

NTC Course Name	NTC Course Number (credits)	NTC Faculty Mentor
Auto Service Fundamentals	10-602-107 (2)	Ross Nevienski
Digital Photography	10-204-135 (3)	Dan Seanor
Computer Page Layout	(2)	Dan Seanor
Fundamentals of Furniture Manufacturing	10-465-119 (2)	Credits
Introduction to Printing	10-204-112 (2)	Andy Somers
Introduction to Welding	10-442-101 (2)	Veronica Hope/Brandon Loertscher
Machine Tool Applications 1A	32-420-631A (2)	Joe Bonke
Machine Tool Calculations	32-420-305 (2)	Joe Bonke
Photoshop/Image Manipulations	10-204-126 (2)	Dan Seanor
Thermal Cutting	10-442-173 (1)	Veronica Hope/Brandon Loertscher
Introduction to Graphics Software and Design	(2)	Andy Somers

School of Agricultural Sciences

Certification requirements: 200 Agriculture DPI license

NTC Course Name	NTC Course Number (credits)	NTC Faculty Mentor
Electronic Systems 1	31-070-105A (2)	Roy Hardy
Introduction to Soils	10-093-102 (2)	Steve Krueger
Intro to Animal Science	10-091-104 (3)	Charl VanDerNest

Medical Terminology-Vet 1	10-091-172 (2)	John Tracey
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School of Business & Community Services

Certification requirements: 250 Business Ed and/or 281 Business & Office-Voc DPI license

NTC Course Name	NTC Course Number (credits)	NTC Faculty Mentor
Accounting 1	10-101-111 (4)	Cynthia Reinert
Accounting 2	10-101-113 (4)	Cynthia Reinert
Business Proofreading & Editing	10-106-104 (3)	Carrie Heckendorf
Computer Keyboarding	10-106-178 (1)	Dianne Carroll
Computer Service	10-104-103 (2)	Dianne Carroll
Desktop Publishing	10-106-188 (3)	Carrie Heckendorf
Document Management (Pre-req. Business Proofreading & Editing)	10-106-157 (3)	Carrie Heckendorf
ECE: Child Development	10-307-179 (3)	Rachel Loucks
ECE: Foundations	10-307-148 (3)	Rachel Loucks
ECE: Guiding Child Behavior	10-307-188 (3)	Rachel Loucks
ECE: Health, Safety & Nutrition	10-307-167 (3)	Rachel Loucks
ECE: Infant and Toddler	10-307-151 (3)	Rachel Loucks
ECE Soc s, Art & Music	10-307-110 (3)	Rachel Loucks
Excel 2016 Level 1	10-103-242 (1)	Dianne Carroll
Excel 2016 Level2	10-103-247 (1)	Dianne Carroll
Intro to Professional Baking (Nutrition)	10-316-107 (2)	Travis Teska
Intro to Professional Cooking (Sanitation For Food Service)	10-316-100 (1)	Travis Teska
Introduction to Business	10-102-124 (3)	Kimberly Reed
Keyboarding 2	10-106-129 (1)	Dianne Carroll
Marketing Principles	10-104-172 (3)	Dianne Carroll
Microsoft Word Applications	10-106-142 (2)	Dianne Carroll
PowerPoint 2016 Level 1	10-103-241 (1)	Dianne Carroll
PowerPoint 2016 Level 2	10-103-248 (1)	Dianne Carroll
Principles of Sales	10-104-154 (3)	Dianne Carroll
Social Media Campaigns 1	10-104-125 (3)	Dianne Carroll
Word 2016 Level 1	10-103-243 (1)	Dianne Carroll
Word 2016 Level 2	10-103-246 (1)	Dianne Carroll

School of Engineering and Technology

Certification Requirements: 220 Technical Education DPI License, IT Courses 250 Business Ed and/or 405 Computer Science DPI license.

NTC Course Name	NTC Course Number (credits)	NTC Faculty Mentor
AutoCAD 2D for Architectural Design	10-614-139 (2)	Michael Block
Autodesk Inventor 3D CAD Software	10-614-139 (2)	Bryan Schinker
Computer Fundamentals 1	10-154-100 (3)	Ruth Muschinske
Computer Fundamentals 2	10-154-102 (3)	Ruth Muschinske
Fluid Power Systems 1: Fundamentals	10-612-120 (1)	Bryan Schroeder

Fluid Power Systems 2: Fundamentals of Pneumatics	10-612-121 (1)	Bryan Schroeder
Industrial Electronics Technology 1- Direct Current Electrical Characteristics	10-660-123 (1)	Bryan Schroeder
Industrial Electronics Technology 3- Electronic Circuits and Devices	10-660-124 (1)	Bryan Schroeder
Industrial Electronics Technology 3- Electronic Circuits and Devices	10-660-125 (1)	Bryan Schroeder
Interpreting Engineering Drawings	10-623-200 (1)	Bryan Schroeder
Intro to Microcontrollers	10-660-121 (1)	Bryan Schroeder
IT Development and Design Fundamentals	10-152-500 (1)	Calvin Thorne
Lean Manufacturing Fundamentals	10-623-200 (2)	Joe Proulx
Manufacturing Processes	10-623-175 (3)	Joe Proulx
Precision Measuring	10-623-124 (1)	Joe Proulx
Quality Assurance	10-623-119 (1)	Joe Proulx
Revit Residential For Architectural Design	10-614-127 (2)	Travis Severson
Sketchup for Architectural Design	10-614-129 (2)	Bryan LaVigne
Solidworks 1	10-606-133 (1)	Bryan LaVigne
Solidworks 2	10-606-134 (1)	Bryan LaVigne
Standards & Regulations	10-623-110 (1)	Joe Proulx
Technical Drafting/CAD	10-606-105 (2)	Brad Schinker
User Experience Design	10-152-223 (3)	Kimberly Reed
Web Design 1 A	10-152-551 (1)	Clay Hess
Web Design 1 B	10-152-552 (1)	Clay Hess
Web Design 1 C	10-152-553 (1)	Clay Hess

School of General Studies

Certification Requirements: Master's degree in content area,
or Master's degree plus 18 graduate level credits in content area, or meet NTC's tested experience.

NTC Course Name	NTC Course Number (credits)	NTC Faculty Mentor
Applied Mathematics 1	31-804-305 (2)	May Shaw
Body, Structure & Function	10-806-110 (3)	Marie Hoefler
Calculus 1	10-804-198 (4)	May Shaw
Cents and Sensibility	10-809-101 (1)	Sarah Watson
College Algebra W/Apps	10-804-195 (3)	May Shaw
Intermediate Algebra W/Apps	10-804-118 (4)	May Shaw
Intro to Psychology	10-809-198 (3)	Jeff McDonald
Intro to Sociology	10-809-196 (3)	Sam Buemi
Introduction to Diversity Studies	10-809-172 (3)	Kim Waltz
Introductory Statistics	10-804-189 (3)	May Shaw
Math with Business Applications	10-804-123 (3)	May Shaw
Oral/Interpersonal Communication	10-801-196 (3)	Rachel Holzinger
Thinking Critically & Creatively	10-809-103 (3)	Sarah Watson
Trigonometry W/Apps	10-804-196 (3)	May Shaw
Written Communication	10-801-195 (3)	Rachel Holzinger

School of Health Sciences

Certification Requirements: 601 Broadfield Science, 605 Biology/Life Science and/or 910 Health, and/or 911 Health Occ-Voc, and/or 210 F/CS w/biology, anatomy/physiology, health certifications)

NTC Course Name	NTC Course Number (credits)	Faculty Mentor
Medical Terminology	10-501-101 (3)	LeeAnn, Isham-Her

School of Public Safety

Certification Requirements: 1701 Broadfield Social Science DPI license

NTC Course Name	NTC Course Number (credits)	Faculty Mentor
Current Events in Criminal Justice	10-504-173 (3)	

Instructional Guidelines

To ensure that students are meeting the competencies required, the high school teacher must teach 100% of the NTC course and utilize Canvas.

- High school instructors will be provided NTC course curriculum, textbook information, course assessments, and course grading scale. **These materials must be used by the high school instructor teaching the course.**
- Each high school teacher will submit a NTC course syllabi that is approved by their NTC faculty mentor, who will then forward it onto our curriculum office.
- Students enrolled in dual credit courses will be required to take and pass all assessments and/or NTC final exam to earn dual credit with NTC. These exams must remain confidential. Students will also be required to utilize Canvas if applicable.
- Instructors are able to add or supplement content and/or materials, but not remove any NTC course content/materials.
- The textbook for the course is the same as used by NTC faculty, or may be an equivalent with consent from NTC instructor.
- High school teachers may want to keep dual grade books, allowing for a separate grades/grading scale at the high school and NTC.
- When needed, properly equipped laboratories will be in place.
- Courses can be taught either in a semester or year-long format, unless otherwise required by NTC.
- Courses must be taught face to face, are to be classroom based, and instructor led.
- Any online course needs to be pre-approved by the K-12 Pathways Director.
- Courses cannot be offered via independent study.
- For distance education courses, please get approval through K-12 Pathways Director.

Instructional Review

The NTC mentor faculty will conduct a review of the instruction provided for the dual credit course to assure the following:

- High School teacher is demonstrating the ability to teach the competencies of the NTC course.
- The NTC course curriculum is being implemented and followed.
- High School teacher is using the textbook assigned to the course or the equivalent with consent from the NTC mentor faculty, and all students have access to textbooks and or resources.
- Appropriate assessments are being utilized to determine acquisition of the competencies.
- If applicable, the high school students will be utilizing canvas.

In the event there are concerns regarding the instruction of a dual credit course:

1. The NTC mentor faculty should address the concerns with Tracy Ravn, K-12 Pathways Director.
2. A discussion will occur between the Director of K-12 Pathways, the high school instructor and NTC mentor faculty. An assessment will be done to determine what corrective actions, if any, need to be implemented.
3. NTC Director of K-12 Pathways Director will notify High School Principals of issues, as appropriate.

4. A corrective action plan will be developed and implemented, with monitoring by the NTC mentor faculty if needed.
5. The dual credit agreement may be dissolved if issues are not resolved.

Logistics and Deadlines

Month	Activities
July	<ul style="list-style-type: none"> By July 15th dual credit course request for the following school year should be entered into MyNTC (This needs to be done on a yearly basis by each dual credit teacher) Director of K-12 Pathways will review request with school official Summer trainings if applicable to the course
August	<ul style="list-style-type: none"> Connect with your NTC faculty mentor to be sure you have the most current course curriculum, updated syllabus Summer trainings if applicable to the course If you are a new teacher meet face to face with your NTC faculty mentor
September	<ul style="list-style-type: none"> By September 15th enroll your students into MyNTC for all Fall and year long courses By September 15th turn in your NTC course syllabus to your NTC faculty mentor Attend NTC professional development if applicable to your dual credit course Attend NTC's School To Career Partnership meeting
October	<ul style="list-style-type: none"> Plan a visit to NTC with your class, expose them to what NTC has to offer, please contact Tracy with help setting up the visit 715-803-1782 or ravn@ntc.edu Connect with your NTC faculty mentor Go over your course roster to assure all students are registered in your class, if they are not have them register Attend NTC professional development if applicable to your dual credit course
November	<ul style="list-style-type: none"> If you haven't already reached out and talked with you NTC faculty mentor be sure to talk with them If a career coach or Tracy has not been to your class to talk about NTC please invite them to come in for a few minutes Attend NTC professional development if applicable to your dual credit course Attend NTC's School To Career Partnership meeting
December	<ul style="list-style-type: none"> Attend NTC professional development if applicable to your dual credit course If you are teaching a Spring course connect with your NTC faculty mentor to be sure you have the most current course curriculum, updated syllabus
January	<ul style="list-style-type: none"> By January 25th, submit all Fall semester grades on MyNTC. Confirm that students wish to have the NTC grade they have received in the class posted on their NTC transcript, <i>as the grades on these transcripts are permanent</i> Attend NTC professional development if applicable to your dual credit course
February	<ul style="list-style-type: none"> By February 15th enroll your students into MyNTC for all Spring courses By February 15th turn in your NTC course syllabus to your NTC faculty mentor Attend NTC professional development if applicable to your dual credit course Attend NTC's School To Career Partnership meeting If you haven't already reached out and talked with you NTC faculty mentor be sure to talk with them
March	<ul style="list-style-type: none"> Plan a visit to NTC with your class, expose them to what NTC has to offer, please contact Tracy with help setting up the visit 715-803-1782 or ravn@ntc.edu Go over your course roster to assure all students are registered in your class, if they are not have them register Attend NTC professional development if applicable to your dual credit course
April	<ul style="list-style-type: none"> Make Plans to attend Dual Credit Day Attend NTC professional development if applicable to your dual credit course Connect with your NTC Faculty Mentor Attend NTC's School To Career Partnership meeting
May	<ul style="list-style-type: none"> Attend Dual Credit Day Attend NTC professional development if applicable to your dual credit course
June	<ul style="list-style-type: none"> By June 15th submit NTC Dual Credit grades for all year long and Spring classes. Confirm that students wish to have the NTC grade they have received in the class posted on their NTC transcript, <i>as the grades on these transcripts are permanent</i> Attend NTC professional development if applicable to your dual credit course

Related Costs/Expenses of Dual Credit

High Schools are responsible for expenses related to the teacher's time and labor required to establish and maintain the agreement, learn the course, teach the course, register and grade students and for the district's purchase of required textbooks.

NTC is responsible for the expenses related to the college instructor's time and labor to qualify teachers, identify courses and provide instructional support. The college also covers the expenses related to NTC K-12 staff to coordinate high school teacher dual credit certification for each high school teacher for every course, every year; to establish, write and maintain the service agreement; to schedule the NTC high school courses in PeopleSoft/my>NTC.

Long-Term Substitute Teachers of Dual Credit Courses

In cases of long-term substitute teaching for dual credit courses, **the substitute must meet the same qualifications as the originally assigned high school teacher**. This includes a current DPI license in the appropriate area, as well as meeting with the NTC mentor faculty and K-12 Pathways Director to ensure that approval has been granted by the College and the appropriate paperwork is on file.

Offering NTC Dual Credit Courses via Distance Education Networks

NTC allows high schools to offer dual credit courses over distance education networks (ERVING, CWETN, NWECS, etc.), with the following guidelines:

1. Schools must have permission from NTC **PRIOR** to listing the course in network catalogs/course listings,
2. High school teachers must inform NTC which high schools will be receiving the course,
3. All NTC requirements, curriculum and expectations must be met (laboratory requirements, junior/senior standing, etc.)
4. All students must have access to NTC books and materials that are necessary for the course.

Questions regarding offering courses over distance education networks should be directed to Tracy Ravn K-12 Pathways Director, Ravn@ntc.edu.

Accommodations for Students with Disabilities in Dual Credit Courses

Students who receive high school accommodations can also receive college accommodations for NTC dual enrollment courses. In order for the student to receive college credit for the dual enrollment course, the school district is required to provide the accommodations outlined in the student's IEP, while NTC Disability Services staff determines the type, level and duration of the accommodation.

As soon as a high school student with a disability decides to take a dual enrollment course to receive college credit, students with the assistance of the Special Education Teacher, should request college accommodations by completing an online "Accommodation Applications Form" located on the NTC Disability Services website (<http://www.ntc.edu/disability-services>). Documentation supporting the student's disability also needs to be submitted to Disability Services. Once notified of a need for accommodations, Disability Services will work directly with the identified Special Education teacher and student to ensure that the student's accommodations are being met. For questions please contact Disability Services at DS@ntc.edu or 715-803-1469.

Possible college accommodations that can be approved, depending upon the student's disability limitations include:

1. Extended test time (1.5X or 2.0X), taking the test in a reduced distraction area, utilizing speech software, or the use of a calculator (math disability).
2. Teachers are not allowed to eliminate answers on a test or provide a word bank as these are not approved post-secondary accommodations.
3. Test questions can be read, but NOT explained.
4. Students are not allowed to use notes on tests unless this is something that is being provided to the entire class.
5. Copies of teacher's notes if available.

Recommended Text for High School Course Description Guides

High schools are asked to advertise dual credit courses in their course description guides or handbooks. ***Dual credit agreements do not automatically roll over from year to year. Please keep this in mind when putting together course description guides.*** NTC recommends the following information be included in course description guides for courses that are eligible for dual credit:

- NTC Course Title
- NTC Course Number
- Number of NTC credits students are eligible to earn
- A statement similar to the following: "NTC dual credit may be awarded for this course pending NTC's annual dual credit approval/re-approval process. Juniors and seniors who complete all NTC course requirements, and earn a grade of "C" or better on NTC's grading scale can be awarded high school credit, as well as credit on a NTC transcript. NTC course requirements and grading scale may be different from the high school course requirements and scale. Students should consult with their high school teacher on their eligibility to earn NTC college credit for the course at the end of the semester or school year."

How Students Claim and Use Dual Credit Earned

Once students successfully complete their dual credit course and grades have been posted to their student my>NTC account, students may request an official NTC transcript by following the instructions on our website here:

<https://www.ntc.edu/transcripts>
<https://www.ntc.edu/official-transcripts>

1. Log into my>NTC
2. Click on Student Center
3. Click on Transcripts, select either unofficial or official transcript to complete request.

Most dual credit courses are designed to prepare students for entry into programs at NTC, and most NTC dual credit courses apply directly to programs offered at NTC. NTC has many transfer agreements with four-year college partners for all associate degree programs. Information on these opportunities can be found on NTC's website, www.ntc.edu/transfer.

Students can take a technical college transcript to another college and request, at minimum, elective credit for college credit earned through NTC when they are seeking admission. Students will need to advocate for themselves and the college credit they have already earned with their college advisor, registrar or records staff.

Questions?

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2. Submit the "NTC Application To Teach Dual Credit." After your initial request, Tracy will provide your myNTC username and password.

For additional questions regarding Dual Credit, please feel free to contact Tracy Ravn, K-12 Pathways Director at 715.803.1782 or ravn@ntc.edu

