



University of Idaho

Dual Credit Program

**TEACHING PARTNER HANDBOOK
2022-23**

University of Idaho Dual Credit Program

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Website

www.uidaho.edu/dual-credit
www.instagram.com/uidualcredit

WELCOME TO THE UNIVERSITY OF IDAHO DUAL CREDIT TEAM

Since 1889, the University of Idaho has provided motivated students with a transformative higher education experience that prepares them to solve real-world problems and achieve success in their lives and careers. Beginning with our beautiful residential campus in [Moscow](#), the university's reach extends throughout Idaho, serving over 12,000 students with educational centers in [Coeur d'Alene](#), [Boise](#) and [Idaho Falls](#), a research and extension center in [Twin Falls](#), plus Extension offices in 42 counties. One of the nation's land-grant research universities, U of I is a [noted national leader](#) in student-centered learning and interdisciplinary research that promotes public service. Our work serves businesses and communities, advancing the pursuit of diversity, citizenship, and global outreach.

In 1997, Idaho Legislature approved the implementation of dual credit (DC)¹. And, in 1997, the University of Idaho offered its first dual credit options for high school students. In the original model, students took classes at their high schools with high school teachers. Over the years, the model is still very similar. However, dual credit students can now participate in a variety of online and on-campus options. In 2019, The University of Idaho Dual Credit Program was accredited by the National Alliance of Concurrent Enrollment Partnerships (NACEP). Courses offered for dual credit with U of I Dual Credit comply with the [Idaho State Board of Education](#) and [the National Alliance of Concurrent Enrollment Partnerships \(NACEP\)](#) standards that govern dual credit programs.

We are grateful to be home to collaboration between over 30 University Faculty Mentors and over 130 High School Teaching Partners. Together, these communities work together as university faculty and U of I Dual Credit Program to offer academic support and professional development opportunities for teaching partners to ensure an equivalent, and quality, classroom experience for students and teachers.

The University of Idaho Dual Credit program is now celebrating 25 years of service to students in the state. During this time, U of I has supported teachers as they support students work to earn what are now thousands of college credit hours and get closer to achieving their personal and professional career goals. U of I partners with over 60 school districts statewide to provide college credit opportunities in 42 of the 44 counties in Idaho. At U of I Dual Credit, **Vandals Start Here!**

OUR MISSION, VISION, AND VALUES

Our Mission

The University of Idaho will shape the future through innovative thinking, community engagement, and transformative education.

Our Vision

The University of Idaho will expand the institution's intellectual and economic impact and make higher education relevant and accessible to qualified students of all backgrounds.

Our Values

Excellence | Respect | Integrity | Perseverance | Sustainability

¹These courses include variations of dual credit (DC), concurrent enrollment (CE), and Early College (EC) programs. See also Hansen and Farris' *College Credit for Writing in High School*. Dual credit is one of many dual enrollment options. Dual Credit and Dual Enrollment, however, are not related in any way to the processes, curriculum, etcetera of Advanced Placement (AP) and International Baccalaureate (IB).

Apply to be a Teaching Partner

Partner Qualifications (NACEP F1)

U of I Dual Credit invites applications from qualified high school teachers to partner with us to facilitate university-level courses at high school campuses. High school teaching partners must meet university guidelines for temporary faculty. Once approved as affiliate faculty with U of I, teaching partners can teach collegiate-level courses, support students in getting a preview of college course work and experiences, continue to develop their own subject-knowledge, and build meaningful, professional relationships with university faculty. Partnering teachers fully implement the University curriculum, SLOs, and assessments.

Partner Guidelines and Requirements

Please note: Teaching partners interested in offering a U of I dual credit course at their high school must have the approval of their administration before engaging in any dual credit partnership with the University of Idaho.

Teaching Partner Application Deadline

Application Opens	Deadline for Submission
November 7	April 1

Required Application Documents:

1. [Teacher Application](#)
2. [HR Data Form- A1](#)
3. Cover letter
4. Statement of Educational Philosophy
5. Resume
6. Transcripts (unofficial are accepted)
7. Letter of recommendation from the principal

Applications are submitted through the online application located on the program website. Once your application is reviewed and approved by the sponsoring department, you will receive an acceptance letter and an MOU from the Dual Credit Program. Then before the semester begins, your assigned faculty liaison will coordinate a meeting to go over the curriculum and pedagogy in the New Teacher Orientation Session.

New applicants can find information on the Dual Credit website under the [High School Teacher link](#).

Memorandum of Understanding

Memorandum of Understanding (MOU) agreements are between the University of Idaho and partnering districts and/or teaching partners. The MOU outlines the responsibilities of the School District and/or Teaching Partner for an approved high school teacher to teach a university course on their campus. An MOU is in effect until either party has ended the agreement. Once an MOU is generated, it is sent out for digital signatures by the DC office. Please keep a copy for your reference.

Teaching Partner Compensation

Teaching partner compensation is computed with the enrollment numbers after the withdrawal deadline. Teachers are compensated directly by the U of I or by the district. Please reference your MOU for more details.

Active/Inactive Status of a High School Teacher

Once a teacher has been approved to teach a dual credit course, they will remain an active teacher for the entirety of the MOU unless they are no longer employed at the school in which approval was given. If a teacher should transfer to another high school, they will need to submit a new application with the new principal's letter of recommendation. If a teacher would like to teach the course after going into an inactive status, they will need to submit a new application and principal's letter of recommendation.

Now, Let's Get Started! (NACEP F4)

The teaching partners who are approved to teach for the University of Idaho Dual Credit program become affiliates and receive a Vandal number and UI staff account with access to the UI Library, VandalWeb, and a VandalMail e-mail account. Your UIdaho e-mail address will be used for all official correspondence.

[Getting Started](#)

[UI Account](#)

[VandalWeb](#)

[Vandal E-mail](#)

[DUO](#)

[UI History](#)

[Class Roster](#)

[Faculty and Staff Handbook](#)

Teaching Partner Responsibilities

1. Introduce UI's culture to students.
2. Complete a New Teacher Orientation prior to offering the course.
3. Attend at least one faculty provided professional development session per semester.
4. Submit yearly course syllabus for review/approval prior to starting the course.
5. Confirm course accuracy each term on the Dual Credit courses page.
6. Distribute syllabus, which includes registration, drop, and withdraw deadlines to students.
7. Verify the Vandal roster during the first week of course registration, again prior to the drop deadline and before the withdrawal to ensure enrollment accuracy.
8. Remind students to complete End-of-Course Evaluation available in their VandalWeb accounts.

Deliverables

- Submit UI Syllabi & High School Syllabi template before the start of the course with SLOs
- Schedule first site visit for first semester of first course offering with your faculty liaison for a time and mode that works best for you. Schedule once every other academic year following.
- Attend professional development once a semester to complete a total of 8 hours per academic year (Aug through July)

University of Idaho Dual Credit Responsibilities

1. Provide curriculum and faculty liaison support.
2. Advise students regarding admissions, course selection, enrollment, and transferability.
3. Assign a faculty member from the academic department to serve as high school liaison.
4. Provide Course Orientation and Professional Development.

High School Administrator/School District Responsibilities

1. Support the Dual Credit Program within the school district.
2. Act as a liaison between UI, high school students, parents, teachers, DC staff, and the community.
3. Support high school teachers serving as UI adjunct high school teachers.
4. Collaborate with the Dual Credit Program to resolve any questions or concerns.

Faculty Liaison Responsibilities

1. Provide guidance concerning the grading policies of the department.
2. Supply high school teachers with current course UI syllabi, syllabi template, sample exams, and other course materials.
3. Introduce teacher to UI's culture.
4. Facilitate the teacher's development by networking and sharing resources.
5. Provide positive and constructive feedback on professional development issue.

Deliverables

- Provide HS with UI Syllabi template before the start of the course.
- Collect artifacts: One sample exam & rubric (per course)
- Complete site visits the first semester of the first course offering and then every other year.
- Provide professional development once a semester; meeting with HS teachers to complete a total of 8 hours per academic year. (Aug through July)

Dates and Deadlines

Available on the [Dual Credit Website](#)

Turn in Necessary Documents: Please Use Digital Signatures

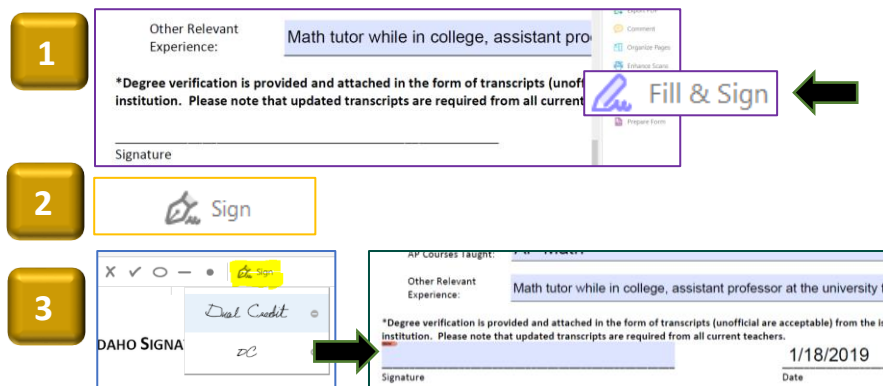
A digital signature is a fast and friendly alternative to repetitively printing forms to sign.

Adobe Acrobat has a FILL AND SIGN or Digital ID options

- ✓ The document must be completely filled out before adding a signature.
- ✓ The document will no longer be editable after the signature is placed. However, subsequent signatures can be added for documents needing more than one.

Fill and Sign Option

1. Click on FILL & SIGN
2. A signature pen (**Sign**) will appear on the bar above and center.
3. With your mouse or touch screen desktop “draw” your signature or initials.
 - a. Click and drag the signature to the signature line.
 - b. Typed signatures are not accepted



Contact your campus technology department if you do not have **Adobe Acrobat DC** on your computer and would like it installed.

Order Vandal ID Card

**Dual Credit teaching partners can request a Vandal ID card and access to UI resources. The Dual Credit office will be contacted to verify partnership with the program.

Requirements:

1. Currently teaching a Dual Credit course
2. State or government ID

On Campus: Cards may be obtained by visiting the Vandal Card office, located in the Bruce M. Pitman Center Room 124.

My Mail: Teachers not located in the Moscow area can order a logging into www.uidaho.edu/vandalcard
Schedule an appointment by email vcoffice@uidaho.edu, or calling (208) 885-7522.

Confirm Courses Offered

Teaching partners need to review and confirm their courses at the beginning of the school year located on the Dual Credit High School Schedule.

Verify and note any errors or changes:

- Teacher
- Course
- Term, Course Dates, Semester (Fall, Spring, Tri 1, 2, 3)

Teaching partners confirm by sending an email to dualcredit@uidaho.edu

Working With U of I Faculty Liaisons/Mentors

Each academic department has a designated faculty member who serves as the liaison with the high school teacher, providing guidance for the curriculum to be aligned with the university course. The academic departments are expected to include the high school partners in all departmental events and professional development opportunities. The faculty liaison agrees to be an academic resource for high school teaching partners.

Orientation

Faculty Liaisons at the university provide all new dual credit teaching partners with course-specific training in course philosophy, curriculum, pedagogy, and assessment prior to teaching the course.

Covered Topics

- Discipline-specific professional development
 - Philosophy
 - Curriculum
 - Pedagogy
 - Learning outcomes and assessment
- UI Policies and Procedures (**NACEP F4**)
- How to access Rosters in VandalWeb
- Dual Credit Syllabus Requirements

After your training is completed, please complete an [Evaluation Form](#) and email to dualcredit@uidaho.edu

Site Visits

NACEP C3 & A1 - Site Visit and Course Observations

Faculty liaisons conduct annual site visits to observe course content and delivery, student discourse and rapport to ensure that UI curriculum offered through the dual credit enrollment program are equivalent to the courses offered on campus.

Observation will include:

- Teaching methods used
- Review of the course syllabus
- Review of sample assessments (non-graded)
- Review of sample assessments (graded)

Your faculty liaison will collect artifacts for the university NACEP accreditation records.

Professional Development

NACEP F3 Annual Instructor Training

All Dual Credit teaching partners are required to attend the faculty provided professional development each academic year to receive program updates, services, and discipline-specific interaction that will further enhance pedagogy and breadth of knowledge in the discipline.

Syllabus

Teachers are required to submit an updated class syllabus to their faculty liaison annually before school starts. This ensures the sponsoring academic department and the Dual Credit office have the latest curriculum changes on file. This is a requirement for NACEP accreditation and ensures accessibility for students and other institutions when requested. If you have not received the DC syllabi template, request one by e-mail at dualcredit@uidaho.edu

Dual credit students are held to the same standards of achievement as those expected of students in UI-campus sections. They are also assessed using the same methods (e.g., papers, portfolios, exams, labs, etc.) as their UI-campus counterparts. Both learning objectives and outcomes should be included on the course syllabus along with expectations and grade criteria.

Each submitted syllabus should consist of two files, the faculty liaison version, and the [high school teacher version](#).
NOTE: You can add information, but not take away.

Registration

U of I Dual Credit uses Dual Enroll online registration. Check back for upcoming trainings!

Academic Petition

For a student to add, drop, or withdraw past registration deadlines, the student must submit an [Academic Petition](#) and Pay a \$10 fee at Student Accounts/Cashiers. Approval of the petition does not guarantee admission to any specific course.

1. Complete [Academic Petition form](#) with course information and reasons.
2. Sign the form and have high school advisor and/or college faculty sign.
3. Pay a \$10 fee at Student Accounts/Cashiers.
4. If you are petitioning to register after the deadline, you must complete the process by paying registration fees to the Student Accounts/Cashiers Office if the petition is approved.
5. Student submits the forms to the Dual Credit Office.
6. Form: [Academic Petition](#)

Drop or Withdrawal

- A “**drop**” is when students are taken out of a course within the posted drop/add period of not receiving a grade of W (withdrawal from course). A dropped course is not transcribed.
- A “**withdrawal**” is when students are taken out of a course after the posted drop/add period (some teaching partners may withdraw students for nonattendance). A grade of “W” will be transcribed. This will not affect their college grade point average; however, students should check their high school’s policy on how a W affects their high school grade point average and eligibility for participating in high school activities and programs

How to drop or withdrawal from a course:

1. The student sends an email including full name, Vandal ID number, name of the course, and the reason for dropping to their high school counselor requesting that the dual credit course is dropped.
 - a. This is verification and acknowledgment of the student’s request to withdraw.
2. The high school counselor then forwards the email, along with their approval to registrar@uidaho.edu.
 - a. The Office of the Registrar will drop the course for the student and notify them by email that the drop has been processed.
3. Students can confirm all course changes by logging on to [VandalWeb](#).

Class Roster Access

Instructors use [VandalWeb](#) to access their official course roster, check on a student's status, and etcetera. Please note that DUO Authentication will be used for all U of I accounts and most systems. Before teaching partners can gain access to their rosters, they must complete the FERPA tutorial located under "Personal Information" in VandalWeb.

1. Login to [VandalWeb](#)

- First Time User: [Vandal Setup](#)
- Navigate to [VandalWeb](#)
- Enter your UI staff e-mail (e.g., [joevandal](#) -- @uidaho.edu) and your password
- Approve your login using [Duo Multifactor Authentication \(MFA\)](#)

Having trouble logging into VandalWeb?

- Make sure your account is enrolled in [DUO MFA](#)
- [Reset Password](#): Security Profile "click here to reset your password" and follow the instructions
- Still cannot login? Contact ITS Support at (208) 885-1102 and identify yourself as a **Dual Credit Teacher**.

2. Complete the FERPA Tutorial

- Click on the **FERPA Tutorial** link inside VandalWeb → Personal Information → Take the FERPA Tutorial

Note:

- 24 hours after the FERPA Tutorial is completed, the Faculty & Advisor Menu will appear

3. Class Roster

- Select Faculty & Advisors Tab → Select Class List Summary or Class List Detail
[Class List Quick Reference Guide](#)

Contact your district technology department if your campus firewalls are preventing you from logging into VandalWeb.

Roll Call

Prompt checking of students attending a dual credit class against the roster is important as students cannot receive credit for a course in which they are not registered. All teaching partners can view their class information online in their VandalWeb account. Download the class roster to Excel for roll call and to submit final grades to your faculty liaison.

1. Login to [VandalWeb](#) → Faculty & Advisors tab → Select Class List Summary or Class List Detail
2. Select semester → Class from the drop-down list and click Submit button

[Class List Quick Reference Guide](#)

Verify all students who want dual credit are formally registered by comparing your Vandal roster with your high school roster for accuracy.

Provide a copy of the VandalWeb class roster to your high school's Advance Opportunities liaison.

- After registration is complete
- Before the Drop Deadline
- Before the [withdrawal deadline](#)

Note: Encourage U of I Dual Credit Students to get their Vandal Card.

Grades

Grades are [entered in VandalWeb](#) by the dual credit teaching partner.

Final grades are due at **noon on the due date**. It is imperative that grades are reported on time so that academic standing can be calculated, transcripts orders can be completed, and eligibility for future enrollment determined. College Dean's Offices are notified of grades not reported by the deadline.

- [Grades Quick Reference Guide](#)
- [How to enter Midterm or Final Grades](#)

Incomplete Grade Policies

Teaching partners must receive prior approval in order to assign a grade of "I" ([incomplete](#)). Incompletes are reserved for extenuating circumstances and must be preapproved by the Dual Credit program. A grade of incomplete is not appropriate for high school seniors or if the student is no longer be enrolled in the high school. If a student is on the class roster, but is no longer attending class, please contact the Dual Credit office before entering grades.

An incomplete may only be assigned when the student has been in attendance and doing passing work within three weeks of the close of the semester. The student and teaching partner must agree upon the incomplete grade and the extenuating circumstances that made it impossible to complete the course on time.

Course Enrollment and End of Semester Grades

Encourage students to log into their Vandal Web to verify their course enrollment and final grades. Step by step instructions are located on the student guidebook.

VandalWeb

1. Select Students tab
2. Select Degree Audit & Tran
3. Select Final Grades
4. Select semester from drop-down list and click Submit

University and High School Grades

The high school grade and the university grade do not have to be identical. However, assessments for U of I credits must be identical in the high school as they are at the university. More specifically:

- Courses offered for dual credit that will be transcribed to a student's official record/transcript, the school district must follow UI policies (meaning any change or variation to the university course or syllabus must be reviewed and approved by the academic department and in line with the institution).
- If there is variation between the two classes (i.e., high school and UIDC), the teaching partner should keep two grade books: one to meet the high school policy and another, separate, gradebook to meet the UI policy.
 - a. There could be two different grades for the course because there is no way to satisfy both policies.

End of Course Evaluations

NACEP E1 - Remind your students to complete the end of course evaluations each semester. Evaluation schedule is posted in your VandalWeb. Faculty & Advisors → Course Evaluations → Evaluation Schedule

Students will receive an End of Course Evaluation's link in their Vandal E-mail. Students can forward their VandalMail email messages to an account they use more frequently.

Vandal Email → Settings → Forwarding → Enable Forwarding

Substitution or Cancellation of Dual Credit Program Courses

Teachers who, for whatever reason, must be absent from school for more than five consecutive days for a trimester course, five consecutive days for a semester course, or two consecutive weeks for a year-long course need to contact the Dual Credit Program as well as their department faculty liaison to ensure a qualified substitute is acquired. In the event of an emergency, your campus administrator must contact the Dual Credit Program. If a qualified substitute cannot be acquired to complete the course or the teacher can no longer teach the course, the Dual Credit Program will cancel the course. Compensation will be adjusted accordingly.

Teaching partner Non-Compliance

Teaching partner non-compliance issues about state, national standards and NACEP standards may result in dual credit teaching approval, along with any associated stipend, being revoked and the MOU terminated (refer to item 9. Term and Termination on the MOU).

- [Non-Compliance Probation \(Faculty Standard F3 & F4\)](#)

All approved teaching partners must comply with the policies and procedures of the University of Idaho and the Dual Credit Program. Teaching partners are in non-compliance when any of the expected teaching partner responsibilities are not met. Should a teaching partner's status be changed to non-compliant the teaching partner's stipend are withheld until corrected.

Student-Related Information

Vandal E-mail

Please inform your students at the beginning of class to expect emails about U of I Events and other opportunities through their [VandalMail](#) account. You can help educate students on the use of their Vandal accounts by suggesting that they forward their VandalMail e-mail messages to an account they use more frequently.

Student Guidebook

Dual Credit students can find instruction on how to apply, view grades, and order transcripts in the Student Guidebook located on UI Dual Credit website. DC Website → Student Tab

- Apply for admission step by step guide
- How to get your Vandal number
- Verify Enrollment
- Course Registration
- How to log into VandalWeb
- How to order official transcripts
- How to get a Vandal ID Card
- View Grades
- How to apply as a High School Senior

Academic Integrity

Academic integrity is the cornerstone value of learning. The University of Idaho is a proud member of the Center for Academic Integrity to provide faculty, staff and students access to tools, information and support to promote a climate of honesty and integrity on campus. Faculty, staff and student leaders have important responsibilities to contribute to this effort in creating an academic culture that celebrates honesty, fairness and trust.

Questions? To discuss issues in more detail, contact [Dean of Students](#) Blaine Eckles.

Student Code of Conduct

The University of Idaho's Student Code of Conduct was developed in partnership with University of Idaho students and faculty and approved by the Idaho Board of Regents. It exists to educate students in understanding their rights and responsibilities as members of a safe, civil, and ethical academic community. Complete information is located in the Office of the [Dean of Students](#) site under the [Student Conduct](#) link.

Note: All dual credit syllabi reference and include a link to the University of Idaho's Student Code of Conduct

Students Attending the U of I after Graduation (Degree-Seeking)

Students who plan on attending the University of Idaho after high school graduation will need to fill out an Undergraduate Application (degree-seeking). Students will also need to submit an official high school transcript and standardized test scores for course placement.

Campus Visits

We welcome and encourage Dual Credit teaching partners to bring their students for a visit to the UI campus. Exposure to the university environment is a great way for students to feel that they are a part of the University of Idaho community. To set up a campus visit contact: groupvisits@uidaho.edu or visit the site: <https://www.uidaho.edu/admissions/visit-idaho/group-visit>

Other Resources

Library Access

You will need to enter your UI e-mail when prompted to log-in to most library resources from [off-campus](#). If you don't know your UI e-mail, please contact ITS via their [website](#), [email](#), or phone ([208-855-HELP](#))

For Interlibrary Loan Requests, a library barcode number is still needed. If you do not have a Vandal Card, please call 208-885-6843 or email libill@uidaho.edu to receive a barcode number.

Dual Credit Website

Visit the [website](#) for more information about the Dual Credit program and High School Teaching partners.

NATIONAL ALLIANCE OF CONCURRENT ENROLLMENT PARTNERSHIPS ACCREDITATION University of Idaho Dual Credit Program is accredited through the National Alliance of Concurrent Enrollment Partnerships (NACEP) since 2019. NACEP works to ensure that college courses offered by high school teachers are as rigorous as courses offered on college campuses, such as UI, and that all postsecondary concurrent enrollment programs adhere to high standards. NACEP works alongside UI to provide the highest standards, so students experience a seamless transition to college and teachers benefit from meaningful, ongoing professional development.