



Concurrent Enrollment High School Teacher Agreement

We appreciate the time and effort you invest to ensure that high quality concurrent enrollment Mathematics courses are delivered at your school. To that end, we ask that you read and sign this document, which outlines guidelines for course delivery for Mathematics concurrent enrollment courses.

- ☐ I will teach the course content as outlined by the master course syllabus and Snow College Mathematics Department. (see <https://www.snow.edu/syllabus/>)
- ☐ I recognize that this is a college class taught at the high school, instead of being a high school class that awards college credit. The course should match college-level standards, rigor, course curriculum, etc.
- ☐ I will submit the final letter grades into Badger Web within one week of the class's conclusion. Each student's final grade entered into Badger Web should reflect the cumulative letter grade for **all** course work across all terms.
- ☐ I will submit student artifacts for department and college assessment when requested.
- ☐ I will use Snow College's Canvas system for assignment dissemination and grading. I will post a detailed course syllabus in my Snow College Canvas Course before the class begins.
- ☐ I recognize that I should expect a Snow College professor to have access to my Canvas course and to schedule a class visit at least once during the year.
- ☐ I will attend the summer training at Snow College before teaching for the first time and at least every other year after that.
- ☐ I will work closely with the Snow College Mathematics Department liaison with course-related questions, to arrange required exams, and to ensure course rigor and quality.
- ☐ I will ensure that all students registered for my course meet the prerequisite requirements.
- ☐ I will use one of the following exam and grading schemes based on my level of education:
 - The teacher has a Master's degree in Math or Math Education. The course will follow the traditional concurrent enrollment model. The student's final grade will be determined by a minimum of three midterm exams, a departmental final exam or project (as indicated in the master syllabus and department guidelines for the course) and no more than 25 percent homework. The final exam (if required for the course) must be administered at the same time and setting for all students unless other arrangements are approved by the Snow College Mathematics Department liaison.
 - The teacher has a Level 4 math endorsement or the equivalent as determined by courses previously passed. The student's final grade will be determined by a minimum of three midterm tests, a departmental final exam or project (as indicated in the master syllabus and department guidelines for the course) and no more than 25 percent homework. The final exam (if required for the course) and at least one of the midterm exams will be written, proctored, and scored by the Snow College Math Department. The final exam (if required for the course) must be administered at the same time and setting for all students unless other arrangements are approved by the Snow College Mathematics Department liaison.

I have read and agree to adhere to the procedures listed above:

Printed name

Signature

Date

High School

Course(s)

Academic Year