



Snow College Business Department Concurrent Enrollment Teacher Agreement

High school teachers agree to the following the Course Delivery Guidelines for concurrent Snow College Business Courses and must sign below indicating agreement:

- The high school teacher must teach the course content as outlined by the lead Snow College professor (exception: BUS 1600) and not simply allow the students to work in an open entry/open exit or self-paced setting. The teacher must guide discussions and demonstrate software where applicable.
- The courses must be taught as stand-alone courses at the high school. No other courses should be taught in the classroom at the same time as the concurrent enrollment course.
- Class size should consist of eight or more students who are taking the class for credit from Snow College. While other students may participate in the class without receiving college credit, at least eight students should be taking the class together at the high school site.
- An expected 45 hours of instruction time is required for three-credit courses. Students taking college courses are expected to do work outside of class instruction time.
- With only limited exceptions, the teacher must follow the course schedule sequence as outlined by the college.
- The high school instructor must use the textbook, and software where applicable, designated by the lead Snow College professor.
- Unless indicated otherwise, no notes or books are allowed during exams. Students should test at the same time. Exams should be properly proctored by the high school teacher, prohibiting any exchange of information between students.
- The signature assignment (usually the final project) for the course must be used exactly as designated and should be administered in the sequence outlined by the lead Snow College instructor. The rubric corresponding to the signature assignment must be used.
- Signature assignments with their corresponding completed rubrics should be mailed to the lead Snow College professor *if not submitted in Canvas*. The high school teacher will complete a spreadsheet to report signature and reflective assignment data.
- Grades for the entire course should be recorded in Canvas.
- Teachers should expect a scheduled visit from a Business Department faculty member at least once during the course.
- Only juniors and seniors may enroll in for-credit Snow College Business Department courses.

***I agree to adhere to the procedures outlined above:**

Printed name

Signature

Course

Semester taught

High School

Thank you for sharing your expertise with your students! We appreciate the time and effort you invest to maintain the quality of Snow College Business Department courses delivered at your school.

**An agreement must be signed every year*

Concurrent Enrollment Courses Available from the Snow College Business Department:

- BUS 1010 Introduction to Business
- BUS 1060 QuickBooks for Small Business
- BUS 1210 Personal and Consumer Finance
- BUS 1600 Entrepreneurship Seminars (offered online from Snow professor)

Qualifications for Teaching Concurrent Business Courses:

- Master's degree in business-related field (teachers are adjunct professors for the department)
- Course is **taught** live to students, with no other classes being taught at the same time
- High school instructor must do the following:
 - follow course outline
 - use required textbook
 - use same exams and signature assignments
 - participate in assessment of signature assignment and submit results to lead professor at Snow