



HIGH SCHOOL INSTRUCTOR AGREEMENT

Name: _____

High School: _____

Fiscal Year: _____

Course Name: _____ Course Dates: _____

As a Discovery Academy Concurrent Enrollment Instructor for St. Cloud Technical & Community College (SCTCC), I agree to:

- First time mentees are required to participate in course-specific training offered by SCTCC
- Participate in annual discipline-specific professional development activities as approved by SCTCC
- Create a course syllabus in compliance with SCTCC policy and receive approval from the assigned faculty mentor;
- Submit a final class roster to susan.jordahl@sctcc.edu in the K-12 Initiatives Department after the drop period is over (10th business day after the course starts) ;
- Maintain the rigor of the course to meet the on-campus expectations by utilizing similar grading standards and covering all objectives and topics found in the course summary;
- Require students to complete the provided course evaluation at the end of the course and discuss results with assigned faculty mentor;
- Submit grades to the K-12 Initiatives and your faculty mentor within five (5) business days of course(s) ending.
- Provide all necessary documents or paperwork as requested by the Director of K-12 Initiatives or designee, and/or the assigned faculty mentor;
- Correspond and collaborate with the assigned faculty mentor in a professional manner;
- Arrange a minimum of 3 visits (in-person, electronic or telephone) with assigned faculty member per course, including at least one in-class observation;
- Arrange for the class to visit and/or tour SCTCC at least once during the school year (if school district allows);
- Follow the mentor interaction requirements, listed here:
 - Repeat course offerings with the same instructor and mentor are required to interact three times, including at least one in-class observation;
 - For a new class, instructor, or mentor, three interactions are required including at least two in-class observations.

High School Instructor Signature

Date