School-Based Scholars Office Responsibilities

COURSE SET UP
- The School-Based Scholars (SBS) Program will submit high school course requests to departments in advance for each semester.

CREDENTIALLING
- The SBS program will work with local high schools to find a pool of credentialed high school faculty and then facilitate dialog between prospective high school faculty and the appropriate NKU academic department to credential teachers.
- The SBS program will keep track of high school faculty applicants and if their credentials have been approved or denied.

FACULTY LIAISON
- The SBS program will facilitate the relationship between academic departments and newly-credentialed high school faculty by identifying who will serve as the liaison for the high school faculty and providing the liaison with the faculty liaison form.
- Faculty liaisons who submit the faculty liaison form to the SBS office, will receive a $250 stipend for their participation/assistance at the end of each semester during a high school faculty’s first year.

FACULTY DEVELOPMENT
- Each semester, the SBS program will send the faculty handbook to each NKU and high school faculty teaching for the SBS program. NKU faculty will also be provided with their guidance counselor contact at the high school they will be teaching at.
- NKU will offer a SBS Faculty Development Day each year to NKU dual-credit faculty. The expectation is for SBS dual-credit instructors to learn about changes within the SBS program and then to have faculty meet with their corresponding academic departments to discuss curriculum, assessment and other critical learning issues.
  - The SBS program will plan the SBS Faculty Development Day with participating NKU academic departments.
  - Beginning in fall 2018, attendance at the SBS Faculty Development Day will be mandatory for each high school faculty who is teaching in the program. Otherwise, their class may be subject to cancellation.

COMMUNICATION
- The SBS program will submit high school class rosters to each high school at NKU’s add and drop points to verify those students who should be in classes at their high schools.
- The SBS program will distribute academic calendars every semester to each participating high school faculty.
- The SBS program will be responsible for relaying issues from NKU to high school administrators and vice versa with regard to NKU’s dual-credit classes.
Academic Department Responsibilities

COURSE SET UP
- Academic departments will evaluate SBS course requests and assign faculty to classes, as departmental and University resources allow.

CREDENTIALING
- Academic departments and departmental chairs are responsible for reviewing the credentials of any prospective high school faculty and interview them as necessary.
- Academic departments will complete any new hire paperwork with high school faculty and provide them with their NKU username and myNKU/Blackboard instruction.
- Academic departments will collect syllabi for all NKU and high school faculty teaching at the high schools.

FACULTY LIAISON
- Academic departments will assign a faculty liaison to supervise and assist new high school faculty members during their first year teaching in the SBS program. This liaison will receive a $250 stipend per course, per semester from the SBS program.

FACULTY DEVELOPMENT
- Academic departments will invite all NKU part time and credentialed high school faculty to attend departmental meetings and events, when appropriate.
- Academic departments will share with SBS faculty any departmental events that SBS students can attend in an effort to engage students with NKU campus life and their respective programs.
- NKU will offer a SBS Faculty Development Day each year to NKU dual-credit faculty. The expectation is for SBS dual-credit instructors to learn about changes within the SBS program and then to have faculty meet with their corresponding academic departments to discuss curriculum, assessment and other critical learning issues.
  - Departments will assist the SBS office in planning the SBS Faculty Development Day.
  - Beginning in Fall 2018, attendance at the SBS Faculty Development Day will be mandatory for each high school faculty who is teaching in the program otherwise their class may be subject to cancellation.

GRADING
- Academic departments will be responsible for communicating any departmental or college deadlines for grade submission (midterm and finals) to all NKU faculty and high school faculty teaching in the high schools.
  - If there are communication issues, the SBS program can assist by contacting the high school administration.

EVALUATION
- Academic departments will be responsible for evaluating NKU faculty and high school faculty who are teaching for NKU in the high schools.
High School Teacher Responsibilities

NKU’s credentialed high school teachers are expected to comply with the following:

SUGGESTIONS FROM THE SBS OFFICE
- Students are advised that they are responsible for checking their email on a regular basis. Additionally, students are advised to review the SBS student handbook prior to the start of class. They are responsible for all content in it. If you would like to view the handbook, you may find it on the SBS website. Feel free to access the SBS website at [http://nkusbs.nku.edu](http://nkusbs.nku.edu) for other useful items.
- Please do not try to answer any SBS logistical questions for the students; direct them to James Catchen if they need assistance.
- Feel free to contact James Catchen, 859-572-5498 or catchenj1@nku.edu, if you need assistance with anything related to the SBS program.
- During the first week of class, please verify that every student in your class is on your roster. If a student is not on your roster, please notify the James Catchen / the SBS office immediately.

COMMUNICATION WITH CAMPUS DEPARTMENTS
- First-year instructors based in the high school should be in regular contact with their NKU Faculty Liaison for their field of study and should feel free to bring suggestions and/or concerns about the program to the attention of the School-Based Scholars office. SBS dual-credit high school teachers are considered NKU faculty and are encouraged to attend all pertinent campus-based faculty meetings, if schedules permit.
- Beyond a faculty’s first year, high school instructors should be in contact with their academic department each semester they are teaching in the SBS program.

CLASS ROSTERS
- At the beginning of the college semester, the SBS program will send each instructor’s class rosters to the high school’s guidance counselor in order to verify that the rosters match the school’s records. If a high school faculty has students in their class who are not on their roster, they are to notify the SBS office (catchenj1@nku.edu) immediately.
- Instructors are responsible for submitting all midterm and final grades through myNKU. Academic departments will assist instructors with the procedures for submitting. Please contact your NKU Faculty Liaison or department for further instructions.

STUDENT EVALUATIONS
- All SBS students are required to complete online course evaluations during the last two weeks of the semester at [http://eval.nku.edu](http://eval.nku.edu).
- Please add the below policy to your syllabus and be sure to remind students to complete them. Otherwise, there will be a delay on their access their grades and/or send transcripts.
  a. Course Evaluation Policy: “Starting Spring semester 2011, Undergraduate and non-law graduate students who complete an evaluation for a particular course (or opt out of doing so within the evaluation instrument) will be rewarded for their participation by having access to their course grade as soon as that grade is submitted by the instructor. On the other hand, any student who does not complete the course evaluation (or opt out of doing so within the evaluation instrument and during the appropriate evaluation period posted
on the Schedule page) should expect to incur approximately three weeks delay in access to his or her course grade beyond the close date of the evaluation period.”

EVALUATION
- The high school faculty is expected to perform all teaching duties at a level comparable to other instructors of those same courses on the NKU campus. The instructor, high school counselors, and the liaison faculty should maintain an open communication channel for discussion of any perceived or actual problem related to SBS classes.
- Because high school instructors are NKU faculty members, they are evaluated by the same criteria as campus-based faculty. Specifically, SBS faculty members will go through student reviews. In addition, instructors may be observed by the faculty liaison for the academic discipline. The faculty liaison should notify the high school in advance of the intended day of visitation in case of changes in the school’s regular daily schedule.

GRADING
- High school faculty will be provided grading standards and common assessments from the NKU faculty liaisons or corresponding department for their specific courses.
- Grades are submitted electronically through myNKU at the midterm and finals. Please be aware of department and university deadlines for submitting grades.

PROFESSIONAL DEVELOPMENT
- NKU will offer a SBS Faculty Development Day each year to high school dual-credit faculty. The expectation is for SBS dual-credit instructors to learn about changes within the SBS program and then to have faculty meet with their corresponding academic departments to discuss curriculum, assessment and other critical learning issues.
  - Beginning in fall 2018, attendance at the SBS Faculty Development Day will be mandatory for each high school faculty who is teaching in the program otherwise their class may be subject to cancellation.
- Each semester, the SBS program will send the faculty handbook to each NKU and high school faculty teaching for the SBS program.

NON-COMPLIANCE
- If high school faculty are found to be non-compliant with the faculty responsibilities stated above, the college may deny the course request for the following year.

FACULTY LIASON EVALUATIONS
- During a high school faculty’s first year in the SBS program they will be expected to provide an evaluation for their faculty liaisons. This survey will be sent out at the end of each semester and will be submitted to the SBS office.

NKU SYLLABI CHECKLIST
- Faculty liaison are expected to collect and review course syllabus each semester for the high school instructors teaching NKU classes at their high school. Below is a check list of the elements that should be included in the syllabus. Syllabi should be turned into their academic departments prior to the start of the semester.
  - Course Name and Number
  - Course Description (also on Course Outline)
  - Semester and Year
  - Name of College
o Prerequisites
o Instructor Name and Way to Contact
o Course Objectives, Learning Outcomes or Goals
o Breakdown of Assignments
o Breakdown of Final Grade
o Required Text/Materials
o Additional Required/Optional Materials
o Grading Scale (Be very specific)
o Information on College Policies
  • Disability Services Information Statement:
  • Cell Phone Policy Statement
  • Academic Dishonesty Policy Statement
  • FERPA Statement
  • RIGHTS AND RESPONSIBILITIES
  • Withdrawal Deadline/Policy

Other information may be required for specific academic departments.

Remember, the syllabus is a contract with the students. It must be very specific and easy to understand.

Faculty liaisons will check all syllabi for these basic components when the syllabi are turned in each semester to the liaison faculty for the academic area. If any requirement is missing, the instructor will need to redo their syllabus.
NKU Faculty Responsibilities

Instructions for NKU Faculty Teaching in the High School

Below is a series of concerns/issues about scheduling and facilities for the School-Based Scholars Program. This is designed to make things go more smoothly for everyone. Please look it over and consider working with your high school on anything that concerns you.

**It is highly recommended that you visit your high school and classroom in advance of the first day of classes.**

Please be advised that ONLY students enrolled at the respective high school (and in some cases within school districts) are authorized in the class. If a student contacts you for an add into a class at a high school, please advise him/her that the course is NOT available for non-high school students or to contact the SBS office.

**SUGGESTIONS FROM THE SBS OFFICE.**

- Students are advised that they are responsible for checking their email on a regular basis. Additionally, students are advised to review the SBS student handbook prior to the start of class. They are responsible for all content in it. If you would like to view the handbook, you may find it on the SBS website. Feel free to access the SBS website at [http://nkusbs.nku.edu](http://nkusbs.nku.edu) for other useful items.
- Please do not try to answer any SBS logistical questions for the students; direct them to James Catchen if they need assistance.
- Feel free to contact James Catchen, 859-572-5498 or catchenj1@nku.edu, if you need assistance with anything related to the SBS program.
- **During the first week of class, please verify that every student in your class is on your roster. If a student is not on your roster, please notify the James Catchen / the SBS office immediately.**

**PROFESSIONAL DEVELOPMENT**

- Each semester, the SBS program will send the faculty handbook to each NKU and high school faculty teaching for the SBS program. For NKU faculty, they will also receive the contact information for their point person in each high school they’re teaching at.
- NKU will offer a SBS Faculty Development Day each year to NKU dual-credit faculty. The expectation is for SBS dual-credit instructors to learn about changes within the SBS program and then to have faculty meet with their corresponding academic departments to discuss curriculum, assessment and other critical learning issues.
- **MINOR TRAINING:** Protecting Children: Identifying and Reporting Sexual Misconduct
  - All faculty who will be working with minors in a program or activity must annually complete online education offered by United Educators (UE) via their online learning portal (EduRisk), titled, "Protecting Children: Identifying and Reporting Sexual Misconduct"
  - The course generally takes one hour or less to complete. No NKU employee (faculty, staff, administrator or student-worker) or volunteer may work with a minor in a program or activity until they have completed the online education.
  - To complete the training and for more information, please visit: [http://ethics.nku.edu/education/protectingchildren.html](http://ethics.nku.edu/education/protectingchildren.html)
SCHEDULING

- This class is designed to meet for a total of 2250 minutes (roughly) for the semester. Optimally, that is organized as a class that meets 2 times a week for 75 minutes over 16 weeks (or 3 times a week for 50 minutes over 16 weeks). With that in mind, it is important to avoid canceling classes for assemblies, pep rallies, testing, and other activities as much as possible. Please contact the guidance counselor at your school to work out how you will accommodate (or not) these situations. **You are encouraged to use Blackboard and other online technologies to assist you with any lost or reduced contact time.**

- NKU’s fall or spring break may or may not line up with the fall or spring break at your school. Check with your school to see what you can work out. It is preferred that you accommodate their fall and spring break and teach during ours.

- Please be advised that the high school calendar may not match up with NKU’s calendar. You will want to work with the guidance counselor at your school to work out situations where this may happen.

- If the high school is closed due to weather, your class will likely be cancelled. You will want to work with the guidance counselor if cancellations are excessive. In many cases, additional class times and days can be worked out (or you can use Blackboard and other online technologies). **You may want to give your cell phone number to someone at the school so you can be contacted in advance if school is closed.**

- There are times when state testing or AP testing may interfere with your scheduled class period. It is recommended that you ask your guidance counselor contact about these possible dates early in the semester so you can adjust your schedule accordingly.

HIGH SCHOOL FACILITIES

- The classroom(s) used for your class may need to be modified so there will no interruptions for announcements, closed circuit TV, etc. Check with your school if these issues concern you. Please remember we are teaching classes in their high schools and it may be difficult to avoid the announcements in your classroom for safety reasons.

- Consider if you will need to have access to the classroom(s) prior to the start of class to set up. Please contact the guidance counselor at your school if you need special arrangements made.

- Check with your high school to make sure the classroom you are teaching in is equipped with the technology you will require to teach the course.

- If you desire space to store equipment or class materials, please make arrangements with the school guidance counselor for this.

  **If you need to make copies for class, please arrange this through your academic department (the high school may be able to help in some cases).**

- Consider arranging prior to the start of the semester to have Internet access (including username and password) in the classroom.

- If you are in need of a computer lab, please let the high school know in advance so they can try to accommodate you.

- Check with the representative at your high school for parking pass information and school access outside of signing in as a guest every time.

- Please touch base with your high school with regard to their emergency and safety procedures.

GRADING

- Grades are submitted electronically through myNKU at the midterm and finals. Please be aware of department and university deadlines for submitting grades.
STUDENT EVALUATIONS

- All SBS students are required to complete online course evaluations during the last two weeks of the semester at http://eval.nku.edu.

- Please add the below policy to your syllabus and be sure to remind students to complete them. Otherwise, there will be a delay on their access their grades and/or send transcripts.
  
  a. Course Evaluation Policy: “Starting Spring semester 2011, Undergraduate and non-law graduate students who complete an evaluation for a particular course (or opt out of doing so within the evaluation instrument) will be rewarded for their participation by having access to their course grade as soon as that grade is submitted by the instructor. On the other hand, any student who does not complete the course evaluation (or opt out of doing so within the evaluation instrument and during the appropriate evaluation period posted on the Schedule page) should expect to incur approximately three weeks delay in access to his or her course grade beyond the close date of the evaluation period.”

FACULTY ATTENDANCE

- If there are scheduled class days that you need to cancel, please try to do so as far in advance as possible. If you know about these before the semester starts, please add them to your syllabus. It is crucial that you communicate with your high school counselor contact ASAP any time you have to cancel class at the last minute or any time you may be late. The schools rely on us to have you at your school during the class time; many do not have staff available to monitor the students if a faculty member is late or cancels at the last minute.

- Please note that each school has different rules about what to do with students if you are finished with class early. Some schools will require you to remain at the school and in the classroom with the students during your scheduled class time, even if you finish early. If this concerns you, please check with your high school guidance counselor contact. The best recommendation is to plan to have a full class period of material each time you meet.