

High School Teacher Credentialing Application

Purpose:

The School-Based Scholars Program (SBS) is accepting applications for credentialed school district personnel who would like to teach SBS classes at their respective high schools.

Qualifications:

School district personnel who wish to teach SBS courses go through an application process to demonstrate that they meet the qualifications set by the NKU academic department in which they wish to teach. Schools with prospective SBS teachers must submit an application and supporting documents. If accepted, teachers are appointed as adjunct faculty members at Northern Kentucky University but teach as a part of their regular course load at their high school.

Expectations:

School-District Personnel:

- Will meet the credentials required of the individual NKU academic department in which he/she will teach. A master's degree is required with 18 hours of course work in the appropriate content area. Appropriate coursework is determined by each individual academic department. (For example, in order to teach CMST 101- Public Speaking, a PhD or master's degree in communication is preferred, but at a minimum, candidates must have a master's degree with 18 hours of coursework in graduate level COM or equivalent classes. Theater and English credits do not count.)
- Will teach the NKU course and follow the same learning outcomes, content, and syllabus as used by NKU departments.
- Will meet/converse regularly with a faculty liaison from the respective NKU academic department.
- Will attend the SBS Faculty Development Day held at NKU by the SBS program each school year or the proposed dual-credit course(s) may be cancelled.

High school:

- Will provide a dedicated class with students who **strictly** meet the admission requirements for the SBS program (unless the high school sets higher standards), which are:
 - Must have at least completed the freshman year of high school at the time classes are taken.
 - Must have an ACT composite of 20; or equivalent SAT/PSAT Score. Students who have not taken the ACT/SAT may participate in SBS with the approval of their counselor.
 - Must have an unweighted cumulative high school GPA of at least 3.00 on a 4.0 scale.
 - Must maintain a "C" or higher in each NKU class they take in order to continue taking NKU college classes prior to high school graduation.
 - Must meet any prerequisites for the specific NKU courses in which the student intends to enroll. For some courses, prerequisites include minimum ACT sub scores in English, math, or reading.

Application Deadline:

All applications must be submitted by February 15 of the school year prior to when they are applying to teach in the SBS program.

Questions:

Please contact James Catchen, SBS Assistant Director at (859) 572-5498 or catchenj1@nku.edu.



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Application Process:

Completed applications will be submitted to the School-Based Scholars office and reviewed by the appropriate academic department to verify credentials and determine eligibility. Once a departmental assessment has been completed, the applicant and his/her school will be notified and the school can commence discussion regarding offering dual-credit coursework with the SBS office. Departments may have additional requirements for approval (e.g. interviews). If approved by the high school and department, departments will reach out to complete additional "new hire" paperwork prior to your first semester teaching.

School Personnel Wishing to Teach SBS Class:

Name: _____
High School: _____
Phone: _____
Email: _____

School Counselor Contact:

Name: _____
Email Address: _____

*Please attach a copy of your current credentials/qualifications (unofficial graduate transcripts and a resume/vitae). **Unofficial graduate transcripts from every institution attended and resume/vitae must be submitted with this application. Official transcripts will be required at a later point if approved for dualcredit courses.** Please list your graduate-level degrees below:*

Requested starting semester (Term, Year): _____

As record of your application, please complete the following signatures:

Applying HS Faculty

School Counselor

Principal

Application Submission:

Please submit completed application and attachments to catchenj1@nku.edu.

----- **FOR INTERNAL USE ONLY** -----

Date Received: _____ Date Sent to Department: _____

Department Determination: _____ Approve _____ Deny _____

Courses Eligible to Teach: _____ Department/Program Chair Signature: _____