

## **Guidelines For Teachers**

WMCC, in cooperation with various New Hampshire secondary schools, provides the Running Start concurrent credit program for qualified students who may elect to earn Community College System of NH (CCSNH) college credits and required high school units simultaneously. It is intended that academically able students have the opportunity to realize college level expectations in the familiar and supporting setting of their high schools. This agreement sets forth all the rights and duties of the parties with respect to the Running Start program.

### **GENERAL PROVISIONS:**

1. The curriculum in the course is the same as that offered on the WMCC campus, including WMCC department approved texts, course outlines, exams and the CCSNH grading system (i.e., A-F). The grades earned are considered dual credit – high school and WMCC. WMCC transcripts reflect course credit the same as that of other WMCC courses.
2. A course in the Running Start program should be taught over a comparable period in the high school as in the college (one semester usually), and in no circumstances will it exceed one high school academic year in length.
3. The potential high school Running Start teacher will forward a resume and transcripts to the Running Start Coordinator to be reviewed by the corresponding WMCC department and the WMCC Vice President of Academic Affairs to ensure that the high school teacher meets educational and experiential standards specified in the attached document. Once accepted, a high school teacher will work in a “team arrangement” with a designated WMCC faculty partner to be assigned by the college’s Department Head.
4. An orientation for high school instructors with the designated WMCC faculty partner precedes the offering of the course and includes the examination of the course design, teaching materials, methodology and other dimensions for facilitating the adaptation of campus-designed courses to the high school setting.
5. Courses in the Running Start program will be open to Juniors and Seniors only. Exception: students participating in the Project Lead the Way program. Other exceptions may be granted by petitioning the WMCC Department Head responsible for the course.
6. Students, parents, and personnel at the high school responsible for advising students should be aware that a course in the Running Start program is a college level course and students should be appropriately prepared for a level of academic rigor not usually associated with a high school level course.
7. Applicable academic policies and regulations as stipulated in the WMCC catalogue shall apply to all courses, including basic skills, prerequisite course requirements, class attendance, and accommodations for students with disabilities (see attached document on differences between secondary and post-secondary accommodations).
8. There will be a minimum of four (4) Running Start students registered in a class for it to run as a course in the Running Start program. Exceptions can be made at the discretion of WMCC. In

addition, the high school is under no obligation to run a course in the Running Start program if it deems the enrollments are insufficient.

9. In a case where non-Running Start and Running Start students are mixed in a class, the course will nevertheless use the curriculum for the college's course for the Running Start students.
10. Some Advanced Placement (AP) courses may also be compatible with the Running Start program. However, the course must be demonstrably the college's course and use the college's syllabus. The high school partner has discretion in determining how the AP course requirements may be met above and beyond those required by the college's course.
11. Students must register for a course in the Running Start program during the designated registration period. Retroactive registration will not be permitted.
12. The cost of a course offered in the Running Start program will be established by the Board of Trustees annually (currently \$100.00).

#### **THE HIGH SCHOOL AGREES TO:**

1. Inform high school students and parents about the dual credit program and identify from the list provided by the college a list of courses available in the Running Start program.
2. Recruit high school faculty for the Running Start program.
3. Screen students for Junior/Senior eligibility in the Running Start program.
4. Identify an individual at the high school to be the Running Start liaison with WMCC's Running Start Coordinator.
5. Provide opportunity for WMCC's Running Start Coordinator to register students by the end of the fourth week of the start of the course at the latest.
10. Ensure that grades are submitted to the College in a timely manner so that students are ensured ready access to their grades.
11. Have textbooks and course materials paid for by the student unless provided by the school district.
12. Provide the opportunity, where feasible, for students to visit WMCC at least once during the course to observe other WMCC classes and take part in other WMCC related matters jointly agreed upon by the college and high school faculty partners.

#### **It Is Mutually Agreed That:**

1. Representatives of both parties will meet as necessary for the purpose of planning for and evaluating academic and administrative aspects of this cooperative program and discussing any problems and matters regarding the relationship of the parties to this agreement.