Become a Concurrent Enrollment Instructor!

Concurrent enrollment opportunities are in high demand. Join us in offering this exciting opportunity to Nevada students.

The Jumpstart Concurrent Enrollment Program at the College of Southern Nevada (CSN) invites applications from qualified high school instructors to teach college level courses at their high schools. As adjunct faculty, instructors will have the opportunity to teach introductory general education courses, and support students in getting a “Jump Start” on their college degree. Partner instructors fully implement the college curriculum, and follow college policies, semester timelines, course rigor and the college’s learning outcomes and student assessment.

Concurrent Enrollment Instructor Qualifications

The required qualifications to teach concurrent enrollment courses with CSN are a master’s degree in their respective discipline OR a master’s degree in a related field WITH 18 graduate credits in the field for which the instructor is interested in teaching.

New instructors may apply once a year, starting in mid-October and no later than May 31, to begin their teaching assignment in the upcoming fall semester. Concurrent enrollment classes must have at least a student enrollment of 10 and a maximum enrollment of 35.

Application Process

New instructors are encouraged to contact the Jumpstart Concurrent Enrollment office at (702) 651-3523 to schedule an initial meeting with a Concurrent Enrollment staff to briefly review the credential’s packet to ensure it is complete, to share program philosophy, provide a sample course syllabus, and provide general program information. While the Concurrent Enrollment staff will provide administrative support, the final approval is determined by the College of Southern Nevada academic departments. The new instructor review process may take anywhere from two weeks to two months depending on the time of the year the credentials are submitted for review.

Required Materials

The following credential materials must be submitted, in its entirety to become a CSN Jumpstart Concurrent Enrollment Instructor beginning in OCTOBER AND NO LATER than APRIL 15 to be eligible to teach the following academic school year.

- **CSN Process for Coordinating Concurrent Enrollment Form** (csn.edu/jumpstart)
  - Letter of introduction – Please note the class you want to teach, your teaching experience, and teaching philosophy.
  - Transcripts – Unofficial copies are acceptable. Official copies will be required before the new instructor begins their teaching assignment.
  - A letter of support from the school’s administrator – The letter should state support for you as the instructor of the concurrent enrollment course, and his/her commitment to inform parents and students about the concurrent enrollment opportunities.

Upon approval from the college’s academic department, new instructors will be notified in writing with CSN’s final decision and IF approved, with step-by-step instructions for completing the CSN hiring process. For further questions, please contact the Jumpstart Assistant Director, Ms. Nora Mirabal, at (702) 651-3179 or at nora.mirabal@csn.edu.
The quality and academic rigor of the Jumpstart Concurrent Enrollment Program is dependent on the active participation of our department Chairs and Faculty Liaisons.

The College of Southern Nevada academic department Chairs and Faculty Liaisons provide essential curriculum oversight, mentorship, and support to the high school instructors. Our academic Chairs and Faculty Liaisons’ primary responsibilities include:

**New Instructor/Course Approval**
The department Chairs review and approve all new applications submitted by high school instructors to ensure the Jumpstart Concurrent Enrollment Program classes reflect the college’s and academic department’s pedagogical, theoretical and philosophical orientation.

**Classroom Observation**
Faculty Liaisons visit high school instructors on-site on the first year of teaching and every six semesters, thereafter. Observations are documented to provide instructors with feedback to continually improve the classroom experience for concurrent enrollment students.

**Instructor Orientation and Training**
Faculty Liaisons provide orientation on course curriculum, assessment criteria, and course philosophy to high school instructors. They also conduct annual or bi-annual discipline-specific professional development workshops on course integrity, grading standards, course pedagogy, theory and philosophy, and other appropriate academic-related topics in each content area.

**Ongoing Mentorship**
Faculty Liaisons communicate department-specific information to high school instructors on a regular basis, and include high school instructors in all department correspondence, emails, academic notices, and general department information. Additionally, Faculty Liaisons provide sample materials such as current sample syllabi and review, sample exams, textbook desk copies, and other course materials to ensure a congruent classroom experience.

**Contact Us**

JUMPSTART CONCURRENT ENROLLMENT PROGRAM  
concurrentenrollment@csn.edu (702) 651-3523  
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Henderson, Nevada 89015