



Jumpstart
Concurrent Enrollment Program

Jumpstart New
Instructor Hire Packet

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Jumpstart Concurrent Enrollment Program

Thank you for your interest to teach with CSN's Jumpstart Concurrent Enrollment Program. The Jumpstart Program currently partnerships with CCSD to offer junior and senior high school students concurrent college credit courses, while also earning high school credit for a reduced fee of \$50 per class plus a \$6.50 per credit tech fee.

As an active Jumpstart high school instructor, you will earn a stipend per course, per semester by CSN of \$200 and \$220 by CCSD for teaching college-rigor courses at your high school. Additionally, upon credential approval, college-certified-high-school-instructors become official adjunct instructors with the College of Southern Nevada and are eligible to serve as adjuncts at the college and earn full adjunct pay.

In the enclosed packet is the required [Jumpstart Concurrent Enrollment Program Approval Form](#). This form, along with your current resume, letter of interest, undergraduate/graduate unofficial transcripts, and a letter of support from your high school principal detailing your commitment to teach with the Jumpstart program need to be submitted to the Jumpstart office, no later than April 15, 2018 to earn CSN certification to teach starting in the fall 2018.

Upon receipt, your academic credentials will be forwarded to the college department chair for review and approval to teach concurrent courses at your high school. Once this process is completed, the Jumpstart office will notify you with the necessary steps to take to complete the hiring process and earn final department approval.

The Jumpstart program offers academic, general education courses approved by CCSD/CSN to include, but not limited to: chemistry, English, mathematics, college success, sociology and psychology.

I've attached all the necessary documents to assist you with the initial Jumpstart application process. If you should have any questions, feel free to contact our Jumpstart office.

Sincerely,

Nora Mirabal

Nora Mirabal, Assistant Director for the Jumpstart Concurrent Enrollment Program
303 South Water Street Ste 203A, (HNDT200) Henderson Nevada 89015
(702) 651-3179 nora.mirabal@csn.edu

JUMPSTART CONCURRENT ENROLLMENT PROGRAM

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
303 South Water Street, Ste 203A (Sort code HNDD)
Henderson, Nevada 89015

concurrentenrollment@csn.edu (702) 651-3523

Jumpstart Concurrent Enrollment Program Approval Form

School Name: _____ Phone Number: _____

High School Principal: _____ Email Address: _____

(One form per Instructor)

CCSD Course(s) Infinite Campus #	CSN College Course	Teacher's Name	Teacher's Contact Phone/ Email	Jumpstart Office Receipt Initials
			Phone: _____	
			Email: _____	

Print Name: _____

High School Principal's Approval: _____ Date : _____

CSN ADMINISTRATION USE ONLY

(Please Return completed form to Nora Mirabal, Jumpstart Program HN200)

College Course(s)	PLEASE CHECK ONE :	CSN APPROVING DEPARTMENT ONLY	
	Approved (<input type="checkbox"/>) Denied (<input type="checkbox"/>)	Date credentials received : _____	_____ Person who received credentials (Print Name)
	Department Chair Signature _____	Date credentials reviewed : _____	_____ Signature Date _____

(Please return completed form to Nora Mirabal or Chanel Conner)

303 S. Water Street Suite 203A (HN200) Henderson NV 89015
 Telephone: (702) 651-3179 or (702) 651-3523

CSN

Jumpstart Concurrent Enrollment Courses Approved for Concurrent Enrollment and Instructor Qualifications

The qualifications to teach concurrent enrollment courses vary by academic department. The preferred qualification is a master's degree in the field. When the master's degree is not in the respective field, **18** graduate credits in the respective field is required.

For detailed information on instructor qualifications by discipline, view the following table of courses and the instructor qualifications needed to teach these courses.

Course	Course Title	Instructor Qualifications
Academics and Life Success		
ALS 101	Academic and Life Success (3 credits)	Master of Education, Counseling, Psychology, Reading, Social Work, Student Affairs/Development, or closely related discipline, and teaching experience in academic and life success strategies or closely related areas.
Chemistry		
CHEM 103	Preparatory Chemistry (3 credits)	Master of Chemistry; OR Master in another related field, plus 18 graduate credits in Chemistry.
CHEM 105	Chemistry, Man and Society (3 credits)	Master of Chemistry OR a Master in another related field, plus 18 graduate credits in Chemistry.
CHEM 106	Beginning Chemistry Laboratory (1 credit)	Bachelor of Chemistry.
Communications		
COM 101	Oral Communication (3 credits)	A Master in Speech, Rhetoric, Communication Studies, Speech Communication, or Organizational Communication.
COM 102	Introduction to Interpersonal Communication (3 credits)	A Master in Speech, Rhetoric, Communication Studies, Speech Communication, or Organizational Communication.

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English		
ENG 101	Composition I (3 credits)	Master of English, Fine Arts, Creative Writing or a Master in a related field; with 18 graduate credits in English.
ENG 102	Composition II (3 credits)	Master of English, Fine Arts, Creative Writing or a Master in a related field; with 18 graduate credits in English.
US History		
HIST 101	U.S. History I (3 credits)	Master of History OR a Master in a related field and 18 American History graduate level credits (500 and above).
HIST 102	U.S. History II (3 credits)	Master of History OR a Master in a related field and 18 American History graduate level credits (500 and above).
Mathematics		
MATH 095	Elementary Algebra (3 credits)	Master of Mathematics or Statistics. Or a Bachelor in Mathematics and a Master in another discipline, plus 18 graduate level credits in Mathematics.
MATH 096	Intermediate Algebra (3 credits)	Master of Mathematics or Statistics. Or Bachelor of Mathematics and a Master in another discipline, plus 18 graduate level credits in Mathematics.

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MATH 120	Fundamentals of College Mathematics (3 credits)	Master of Mathematics or Statistics. Or Bachelor of Mathematics and a Master in another discipline, plus 18 graduate level credits in Mathematics.
MATH 126	Precalculus I (3 credits)	Master of Mathematics or Statistics; Or a Bachelor of Mathematics and a Master in another discipline, plus 18 graduate level credits in Mathematics.
MATH 127	Precalculus II (3 credits)	Master of Mathematics or Statistics; Or a Bachelor of Mathematics and a Master in another discipline, plus 18 graduate level credits in Mathematics.
Music		
MUS 121	Music Appreciation (3 credits)	Master of Music and teaching experience in higher education is helpful- <u>but not required.</u>
MUS 125	History of Rock and Roll (3 credits)	Master of Music and teaching experience in higher education is helpful- <u>but not required.</u>
Political Science		
PSC 101	Introduction to American Politics (4 credits)	Master of Political Science.

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For detailed information on instructor qualifications by discipline, view the following table of courses and the instructor qualifications needed to teach these courses.

Psychology		
PSY 101	General Psychology (3 credits)	Master of Psychology, Counseling or closely related field.
PSY 102	Psychology of Personal and Social Adjustment (3 credits)	Master of Psychology, Counseling or closely related field.
Sociology		
SOC 101	Principles of Sociology (3 credits)	Master of Sociology or a closely related field.
SOC 102	Contemporary Social Issues (3 credits)	Master of Sociology or a closely related field.

Contact Us

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303 South Water Street, Ste 203A (HN200)
Henderson, Nevada 89015

concurrentenrollment@csn.edu
(702) 651-3523 or (702) 651-3179

**College of Southern Nevada
Jumpstart Concurrent Enrollment Program
Faculty Liaison Contact List**

College	Discipline	Faculty Liaison	Department Liaison Contact Information	Department AA Contact	Department Chair Contact Information
Arts & Letters	English	Levia Hayes	(702) 651-5982 levia.hayes@csn.edu	Shawonda Stewart (702) 651-5665 Shawonda.stewart@csn.edu	Levia Hayes (702) 651-5982 Levia.Hayes@csn.edu
	Communications	Kevin Mitchell	(702) 651-5058 Kevin.mitchell2@csn.edu	Ginger Washington (702) 651-5051 Ginger.Washington@csn.edu	Kevin Mitchell (702) 651-5058 Kevin.mitchell2@csn.edu
	ALS	Lead Faculty: Linda Gannon	(702) 651-4697 Levia.hayes@csn.edu	Shawonda Stewart (702) 651-5665 Shawonda.stewart@csn.edu	Linda Gannon (702) 651-3149 Linda.gannon@csn.edu
	Music	Robert Bonora	(702) 651-4075 Robert.Bonora@csn.edu	Marcha Smith (702) 651-7510 Marcha.smith@csn.edu	Robert Bonora (702) 651-4075 Robert.Bonora@csn.edu
Human Behavior	Sociology, Psychology	Dr. Julian Smit Dr. David Wangsgard	(702) 651-7697 david.wangsgard@csn.edu	Tracy Warren (702) 651 5010 Tracy.Warren@csn.edu	Dr. David Wangsgard (702) 651-7697 david.wangsgard@csn.edu
Mathematics	Mathematics	Christopher King	(702)651-4652 Christopher.King@csn.edu	Jennifer Cross (702) 651-5797 Jennifer.Cross@csn.edu	Patrick Villa (702) 651-7513 Patrick.Villa@csn.edu
Social Science	U.S History, Political Science	Dr. Eric Davis &	(702) 651-5675 William.davis@csn.edu	Terresa Waters 702) 651-5974 Terresa.Waters@csn.edu	Dr. William Eric Davis (702) 651-5675 William.davis@csn.edu
Physical Science	Chemistry	Amanda Hudson	(702) 651-4094 Amanda.Hudson@csn.edu	Valerie White (702)651-7517 Valerie.WhitePerry@csn.edu	Dr. Peter Lanagan (702) 651-7412 Peter.Lanagan@csn.edu

CONTACT JUMPSTART CONCURRENT ENROLLMENT PROGRAM

Concurrent Enrollment Staff

Nora Mirabal, Jumpstart Concurrent Enrollment Program Assistant Director

Phone: (702) 651- 3179

Email: Nora.Mirabal@csn.edu

Chanel Conner, Jumpstart Concurrent Enrollment Program Administrative Assistant

Phone: (702) 651-3523

Email: Chanel.Conner@csn.edu

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Visit us at www.csn.edu/jumpstart

