



Instructor's Guide 2021-2022



Jumpstart Concurrent Enrollment Program
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Public Health Directives (COVID-19)

Students must follow all active CSN public health directives while enrolled in on-campus classes. Properly worn face coverings are mandatory for all faculty and students in the classroom as well as on campus. CSN public health directives are found at <https://at.csn.edu/covid-19>. Students who do not comply with these directives will be asked to leave the classroom. Refusal to follow the guidelines may result in further disciplinary action according to the CSN Student Conduct Code https://www.csn.edu/sites/default/files/documents/student_conduct_code_policy_1.pdf, including being dropped from the course.



Welcome,

Thank you for your interest to teach with CSN's Jumpstart Concurrent Enrollment Program. The Jumpstart Program has been partnering with CCSD since 2007 offering eligible high school students reduced-fee college-credits while also earning high school credits. College courses are offered during the fall and spring semester for a reduced fee of \$50 per class plus a \$8.50 per credit, tech fee:

- 3 credit classes - \$75.50
- 4 credit classes - \$84.00
- 5 credit classes - \$92.50

As an approved Jumpstart high school instructor, you will earn a stipend by CSN of \$200 and \$220 by CCSD per course, per semester, for teaching college-rigor courses at your high school. As an added BONUS, college-certified high school instructors become official adjunct faculty with the College of Southern Nevada and are eligible to teach for the college and earn full adjunct pay.

Credential Review Timeline

October 1, 2020 - February 01, 2021

- Jumpstart Concurrent Enrollment Program Instructor Approval Form
- A current resume
- Letter of interest
- **Unofficial** undergraduate/graduate transcripts (official copies will be required upon approval of employment)
- A letter of support from your high school principal detailing their support for you to teach with the Jumpstart program

Upon receipt, your academic credentials will be forwarded to the respective college department chair for review and an interview.

Please upload all instructor required credentials to:

kari.cramer@csn.edu or concurrentenrollment@csn.edu

Assistance by phone can be obtained by calling Jumpstart's main line at (702) 651-3179.



New Jumpstart Instructor Checklist

High School Instructor Credential Review Dates

October 01, 2020 to February 01, 2021

Gather and email to concurrentenrollment@csn.edu the following academic credentials for review and approval to teach with the Jumpstart program:

- Jumpstart Instructor approval form (www.csn.edu/jumpstart)
- Letter of interest
- Updated resume
- Unofficial undergraduate AND graduate transcripts
- CCSD principal letter of support

UPON APPROVAL

NEW HIRE Process - **Due no later than end of July 2021**

- Contact the Jumpstart Office Administrative Assistant, Kari Cramer at kari.cramer@csn.edu or at (702) 651-3523 to complete the new hire process

Purchase of CSN Required Textbooks – **Due no later than July 2021**

- Responsibility of the high schools

New Instructor Required Professional Development Attendance – **Due PRIOR to the start of the FALL semester**

- Attend the mandatory Annual Adjunct Conference prior to teaching - *August*
 - Includes department required discipline-specific, professional development training

Two Weeks before the FALL/SPRING semester

- Email course syllabi for Fall/Spring courses to the CSN department liaison and Jumpstart Office

Due to the Jumpstart Office the First Week of the Semester

- Email copy of the completed course schedule for student registration
- Have students pay the high school Banker for their Jumpstart tuition
- Share approved course syllabi with Jumpstart students

End of Semester Grades– End of semester grades are due 3-5 days from the last day of the semester. The due date will be shared with instructors, each semester. Student grades are posted online.



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. Approved 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. Remedial math courses may accept instructors with a bachelor degree with a math emphasis AND extensive teaching experience (approval is determined on a case-by-case basis). New instructors may apply once a year, starting in October and no later than February 01, to begin their teaching assignment in the upcoming academic year. Concurrent enrollment classes must have a minimum of ten (10) student enrollment and a maximum enrollment of 35.

Application Process

New interested high school instructors are encouraged to submit their credentials to the Jumpstart Office. The respective discipline department may contact the high school applicant to schedule an interview. Interested Instructors will need to submit with their academic credentials the CSN Instructor Approval form. The Approval form can be found within this packet on page 5 AND it can be downloaded at our website: www.csn/jumpstart. The final approval to teach with our program is determined by the College’s academic department chair. The new instructor review process may take anywhere from two weeks to four weeks depending on the time of the year the credentials are submitted for review.

Stipend Paid

Jumpstart Instructors receive a stipend every 16-weeks for teaching an approved concurrent enrollment course at their high school. The stipend payment is \$200 per course, per semester, paid by CSN as well as \$220 per course, per semester, paid by CCSD.

Required Materials

The following credential materials must be submitted, in its entirety, to become eligible to teach with our CSN Jumpstart Concurrent Enrollment Program beginning each **OCTOBER AND NO LATER than February 01**. Applications received within this timely period will provide approved instructors eligibility to begin teaching the following academic school year.

- **Jumpstart Concurrent Enrollment Program Instructor Approval Form** (www.csn/Jumpstart)
- **Letter of introduction** – In this letter please describe what you want to teach, your teaching experience, and teaching philosophy.
- **Updated resume**
- **Unofficial undergraduate and graduate transcripts** – Official copies will be required before the first day of class.
- **A letter of support from the school’s principal** – 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.



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:

Credential 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. Lab courses are reviewed on a case-by-case basis by the CSN respective department chair/liaison to ascertain if it meets CSN safety and academic standards.

Classroom Observation

Due to Covid19, the regular in-person college assigned Faculty Liaison observation is currently being developed as virtual observation. All instructors are observed annually. Observations are documented and shared with the instructor to provide an opportunity for constructive feedback and to determine if the instructor is following the college's pedagogy and philosophy of each course.

Discipline-Specific Development and Administrative Orientation

Before a Jumpstart high school college-certified faculty can teach, they must attend the Annual Adjunct Conference. They must also attend department discipline-specific professional development workshops on course philosophy, course integrity, grading standards, course pedagogy, theory, policies, and procedures as related to their academic-related content area AND the annual Jumpstart Administrative Orientation.

Attendance is Mandatory.

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. Sample syllabi and review, sample exams, textbook desk copies, and other course materials can be requested from the department liaison or downloaded on each academic department's webpage.



Jumpstart Concurrent Enrollment Program Approval Form

School Name: _____ Phone Number: _____

High School Principal: _____ Email Address: _____

(One form per Instructor/per discipline)

CCSD Course(s) Infinite Campus #	CSN College Course	Teacher's Name	Teacher's Contact Phone #/ Email
			Phone #:
			Email:

Print Principal's Name: _____

High School Principal's Signature of Approval: _____ Date : _____

CSN ADMINISTRATION USE ONLY

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

<p style="text-align: center;">College Course(s)</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<p>Please Check One:</p> <p>Approved <input type="checkbox"/> _____</p> <p>Denied <input type="checkbox"/> _____</p> <p>Department Chair Signature: _____</p>	<p style="text-align: center; background-color: yellow;">CSN Approving Department Only</p> <p>Date Credentials Received: _____</p> <p>Credentials Received By: _____</p> <p>Date Credentials Reviewed: _____</p> <p>Credentials Reviewed By (print name): _____</p>
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Jumpstart Concurrent Enrollment Instructor Qualifications

The qualifications to teach concurrent enrollment courses are reviewed by each CSN 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.

Field of Study	Course	Course Title	Instructor Qualifications
Academics and Life Success	ALS 101	Academic and Life Success (3 credits)	Required: Master's degree in Education, Counseling, Educational Psychology, Student Personnel Services, and/or Educational Leadership from a regionally accredited college/university. College teaching or work experience in the area of college success/personal development courses (community college experience preferred). An interview with the Lead Faculty or other English Department representative will be required prior to approval to teach ALS 101 for the Jumpstart Program.
Chemistry	CHEM 103	Preparatory Chemistry (3 credits)	Master of Chemistry; OR Master in another related field, plus 18 graduate credits in Chemistry.
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.
Chemistry	CHEM 106	Beginning Chemistry Laboratory (1 credit)	Bachelor of Chemistry.
Communication	COM 101	Oral Communication (3 credits)	A Master in Speech, Rhetoric, Communication Studies, Speech Communication, or Organizational Communication.
Communication	COM 102	Introduction to Interpersonal Communication (3 credits)	A Master in Speech, Rhetoric, Communication Studies, Speech Communication, or Organizational Communication.
Culinary Arts	FAB 160	Hospitality Purchasing (3 credits)	Bachelor degree from a regionally accredited college or university. Direct food service management experience or culinary nutrition experience. Preferred Qualifications: Master's degree in a related field from a regionally accredited college of university.
Culinary Arts	FAB 167	Food Service Nutrition (2 credits)	Bachelor degree from a regionally accredited college or university. Direct food service management experience or culinary nutrition experience. <u>Preferred Qualifications:</u> Master's degree in a related field from a regionally accredited college of university.
English	ENG 100	Composition Enhanced (5 credits)	Master's degree in English or a master's degree with at least 18 graduate Semester hours in a closely related discipline.

Jumpstart Concurrent Enrollment Instructor Qualifications

Field of Study	Course	Course Title	Instructor Qualifications
			Closely related disciplines would include Education, Linguistics, or Liberal Arts. Creative Writing teachers may need to demonstrate graduate work in specific areas.
English	ENG 101	Composition I (3 credits)	Master's degree in English or a master's degree with at least 18 graduate Semester hours in a closely related discipline. Closely related disciplines would include Education, Linguistics, or Liberal Arts. Creative Writing teachers may need to demonstrate graduate work in specific areas.
English	ENG 102	Composition II (3 credits)	Master's degree in English or a master's degree with at least 18 graduate Semester hours in a closely related discipline. Closely related disciplines would include Education, Linguistics, or Liberal Arts. Creative Writing teachers may need to demonstrate graduate work in specific areas.
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).
US History	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.
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.
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.
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 is required. Teaching experience in higher education is helpful- <u>but not required.</u>
Music	MUS 125	History of Rock and Roll (3 credits)	Master of Music is required. Teaching experience in higher education is helpful- <u>but not required.</u>
Theatre	Theatre 100	Introduction to Theatre (3 credits)	MA, MFA or **Doctorate in Theatre Arts. MA, MFA could be in Design, technology, acting, directing, history, etc. **Doctorate are only offered in Theatre Arts. If no MA or MFA in the disciplines above with a Doctorate, then a Master of Arts in Theatre or a Master of Fine Arts in Theatre.

Jumpstart Concurrent Enrollment Instructor Qualifications

Field of Study	Course	Course Title	Instructor Qualifications
Theatre	Theatre 101	Stand-Up Comedy (3 credits)	MA, MFA or **Doctorate in Theatre Arts. MA, MFA could be in Design, technology, acting, directing, history, etc. **Doctorate are only offered in Theatre Arts. If no MA or MFA in the disciplines above with a Doctorate, then a Master of Arts in Theatre or a Master of Fine Arts in Theatre.
Political Science	PSC 101	Introduction to American Politics (4 credits)	Master of Political Science OR a Master in another discipline, plus 18 graduate level credits in Political Science.
Psychology	PSY 101	General Psychology (3 credits)	Master of Psychology with one undergraduate or graduate course in general psychology, statistics, and research methods. OR a Bachelor's degree in psychology PLUS a master's degree in a closely related category including licensure in a psychological discipline (e.g. MFT) with one undergraduate or graduate course in general psychology, statistics, and research methods.
Psychology	PSY 102	Psychology of Personal and Social Adjustment (3 credits)	Master of Psychology with one undergraduate or graduate course in general psychology, statistics, and research methods. OR a Bachelor's degree in psychology PLUS a master's degree in a closely related category including licensure in a psychological discipline (e.g. MFT) with one undergraduate or graduate course in general psychology, statistics, and research methods.
Sociology	SOC 101	Principles of Sociology (3 credits)	Master of Sociology or a closely related field.
Sociology	SOC 102	Contemporary Social Issues (3 credits)	Master of Sociology or a closely related field.
Tourism, Convention, and Event Planning	TCA 110	Introduction to the Convention Industry (3 credits)	Bachelor Degree in a related field; preferably a Master's Degree. Five years industry hands-on experience-ideally with the travel/tourism, meeting planning/convention and/or special events industries. Minimum two years' teaching work experience at a university or community college in a traditional classroom setting. Experience in online teaching.
Tourism, Convention, and Event Planning	TCA 188	Special Event Planning (3 credits)	Bachelor Degree in a related field; preferably a Master's Degree. Five years industry hands-on experience-ideally with the travel/tourism, meeting planning/convention and/or special events industries. Minimum two years' teaching work experience at a university or community college in a traditional classroom setting. Experience in online teaching.