

**DUAL CREDIT
MEMORANDUM OF AGREEMENT
BETWEEN
COLLEGE OF EDUCATION AND HUMAN
DEVELOPMENT
UNIVERSITY OF LOUISVILLE
AND
JEFFERSON COUNTY PUBLIC SCHOOLS**

I. Purpose

Providing secondary students dual credit opportunities is a proven educational strategy with the capacity to complement and maximize the change of success of our educational initiatives. Effective dual credit systems have impacts both at the secondary and postsecondary levels and provide the opportunity for collaboration. This Memorandum of Agreement has been entered into this 25th day of October in the year 2017 by Jefferson County Public Schools (JCPS) and the University of Louisville, for the College of Education and Human Development (CEHD). JCPS and CEHD will work together to provide postsecondary opportunities for students enrolled in the Teaching and Learning Pathway CIP code 13.0101.00.

II. Registration Procedures

All junior and senior students must complete the Non-Degree Student Application*, High School Visitor. Applicants should submit their application by November 15 (for all years following the 2017-18 school year the deadline will be September 15th) for the spring semester and by February 15 for the fall semester. To be eligible for the High School Dual Credit program, a student must meet the following requirements:

- a) 3.0 GPA
- b) 20 ACT
- c) A recommendation from their school's teacher endorsed by their guidance counselor.

All underclassmen students must complete and submit their Non-Degree Student Application*, High School Visitor by November 15 for the spring semester. To be eligible for the High School Dual Credit program, an underclassmen student must meet the following requirements:

- a) 3.0 GPA
- b) 90% attendance
- c) A recommendation from their school's teacher endorsed by their guidance counselor
- d) MAP (Measures of Academic Progress) score of 223, when available

*Application fees will be waived for Dual Credit students.

III. Approved Courses

The following courses are approved to be offered as dual credit between CEHD-UL and JCPS.

Prefix	Course Number	Credit Hours	Course Title	Required Field Hours Reported to KFETS	JCPS course OR KDE state code
EDTP	201	3	The Teaching Profession	18 hours	4514954* - EDTP 201 UL LEARNING COMM
EDTP	328	3	Building Learning Communities	36 hours	4514964* - EDTP 328 UL LEARNER CTRD CLASS
EDTP	215	3	Foundations of Instruction	40 hours	4514974* - EDTP 215 UL PROFESSIONAL ED

Note:

EDTP 201 counts as a general education course.

EDTP 215 will substitute EDTP 301 for Middle Grades and Secondary Education programs.

IV. Legislative Regulations Related to Dual Credit for Seniors

According to KRS 164.786, Dual Credit Scholarship administration for School Year (SY) 2017-18 is as follows:

- Only Juniors and Seniors are eligible for the Dual Credit Scholarship (DCS).
- Regardless of scholarship status/eligibility, all Kentucky high school students taking dual credit coursework through a DCS-participating institution will receive the discounted course cost (estimated to be \$54 per hour during 2017-2018).
- There is no guarantee all students will receive a DC scholarship next year. Scholarship awards are based on available funding. Seniors will receive award priority before juniors.
- High schools will be delivering college success counseling to students beginning with the 2018-19 school year.
- Students must be admitted to the postsecondary institution before scholarship payment is made.
- Kentucky Higher Education Assistance Authority (KHEAA) will be disbursing funds directly to the participating postsecondary institutions upon receipt of student enrollment each semester.
- Scholarship students cannot be charged additional fees – only the discounted tuition rate for their dual credit course.
- Students cannot be charged when a course is not successfully completed.

- Postsecondary institutions will be allowed to keep 50% of the amount disbursed for a course that is not successfully completed.
- High schools will be reporting information to KHEAA that identifies students scheduled to take dual credit.
- The deadline for reporting initial 2017-2018 data will be mid-semester.

In case of any contradiction between the terms of this Agreement and Kentucky law on dual credit programs, Kentucky law shall control.

V. Tuition

The University of Louisville is part of the Dual Credit Scholarship (DCS) program administered by the Kentucky Higher Education Assistance Authority (KHEAA), has so executed the KHEAA Dual Credit Scholarship Program Administrative Agreement and is listed as a Participating Postsecondary Institution (PPI).

The University of Louisville agrees to charge no more than the Dual Credit Tuition Rate Ceiling, equal to one-third (1/3) of Kentucky Community and Technical College in-state tuition rate per credit hour for those students not covered by the Dual Credit Scholarship.

- 9th and 10th grade students taking Dual Credit courses are not part of the Dual Credit Scholarship. Parents will be responsible for paying tuition equal to one-third (1/3) of Kentucky Community and Technical College in-state tuition rate per credit hour.
- 11th and 12th grade students taking Dual Credit courses who do not qualify for the Dual Credit Scholarship will be charged tuition equal to one-third (1/3) of Kentucky Community and Technical College in-state tuition rate per credit hour.
- 11th and 12th grade students taking Dual Credit courses who participate in the Dual Credit Scholarship are not responsible for tuition payment.

VI. Unsuccessful Students

- “Unsuccessful Student” means one that fails the course or withdraws after the deadline.
- Postsecondary institutions will be allowed to keep 50% of the amount disbursed for a course that is not successfully completed for students who are part of the Dual Credit Scholarship.
- For Dual Credit Scholarship students UofL will not charge JCPS the remaining 50% tuition for unsuccessful students.
- Students/families will be responsible for paying tuition rate ceiling, equal to one-third (1/3) of Kentucky Community and Technical College in-state tuition rate per credit hour for a course that is not successfully completed for students who are not part of the Dual Credit Scholarship.

VII. Textbook

The high school textbook listed below will be provided by each secondary school.

- Kato, S. L. (2013). *Teaching*. Tinley Park, IL: Goodheart-Willcox Co.

The following teacher's resources will be provided by District.

- Kato, S. L. (2013). *Teaching video series*. Tinley Park, IL: Goodheart-Willcox Co.
- Ayers, W., & Alexander-Tanner, R. (2010). *To teach: the journey, in comics*. New York: Teachers College Press.
- Ayers, W., & Alexander-Tanner, R. (2010). *To teach: the journey of a teacher*. New York: Teachers College Press.

VIII. CEHD Responsibilities and Expectations for EDTP 201, EDTP 328 and EDTP 215

- a. CEHD designates the Associate Dean for Academic Affairs and Unit Effectiveness (AAUE) to be the liaison with JCPS to ensure compliance with this agreement.
- b. Provide JCPS teachers access to LiveText™.
- c. Provide training on how to assess Hallmark Assessment Tasks in LiveText™.
- d. Provide disposition assessment rubric for students.
- e. Provide training on how to guide students to document KFETS field hours.
- f. Provide copies of syllabi for EDTP 201, EDTP 328 and EDTP 215.
- g. Provide reference to free resources for teachers to supplement instruction for EDTP 201, EDTP 328 and EDTP 215.
- h. Review teacher transcripts and CV/Resumes to determine eligibility for part-time instructor.

IX. JCPS Responsibilities

- a. JCPS designates the Career Pathways Specialist to be the liaison with CEHD to ensure compliance with this agreement.
- b. Oversee teacher credentials and ensure that instructors in the pathway meet the Southern Association of Colleges and Schools (SACS) credentialing requirements.
- c. Communicate and work with CEHD personnel to ensure all aspects of this agreement are met.
- d. Ensure courses are aligned with Education Pathways courses and content required to be eligible for the DCSP.

X. Teacher Responsibilities and Expectations for EDTP 201, EDTP 328 and EDTP 215

- a. Oversee students' completion, documentation (use CEHD observation form), and entering required field experience hours on KFETS. Due the first week of May.
 - EDTP 201 – 18 hours
 - EDTP 328 – 36 hours
 - EDTP 215 – 40 hours
- b. Guide students to complete their Hallmark Assessment Task, and complete the Hallmark Assessment for each student in LiveText™. Due the first week of May.
 - EDTP 201 – Ethnology of a Classroom
 - EDTP 328 – Classroom Management Plan
 - EDTP 215 – Two Lesson Plans (1 with feedback and 1 without feedback)

- c. Upload Hallmark document for selected number of students on LiveText™. Due the first week of May.
- d. Complete disposition assessments for each student on LiveText™. Due the first week of May.
- e. Use the following books as reference for EDTP 201
 - Ayers, W., & Alexander-Tanner, R. (2010). *To teach: the journey, in comics*. New York: Teachers College Press.
 - Ayers, W., & Alexander-Tanner, R. (2010). *To teach: the journey of a teacher*. New York: Teachers College Press.
- f. Use articles or reference materials recommended by CEHD faculty.
- g. **Content non-negotiables for EDTP 201:**
 - The context of education, yesterday and today
 - The impact of current political policy on Kentucky schools, including state/local school organizations and assessments
 - Current laws that impact schools (e.g., Senate Bill 1)
 - Philosophical foundations of education
 - Diversity in the classroom
 - Self as teacher, including teaching style
 - The life of a teacher and the context in which he/she works
 - Creating classroom community
 - The importance of knowing the students
 - Curriculum, including how to connect it to students' lives
 - Technology infusion as it relates to the teaching profession
- h. **Content non-negotiables for EDTP 328:**
 - Classrooms as communities of learners
 1. Engaging with the school community
 2. Understanding the larger school community
 - Classroom management
 1. Physical environment
 2. Procedures, rules, routines
 3. Organization and management strategies
 4. Community building activities
 5. Preventing misbehavior
 6. Reacting to misbehavior
 7. Foster acceptance and collaboration
 - Establishing and maintaining parental/family involvement
 1. Developing a plan for parent contact
 2. Developing a plan to engage parents in the classroom
 - Analysis of how to support all aspects of student's development through classroom environment
 1. Physical
 2. Social/Emotional
 3. Behavior
 4. Academic including Gifted/Talented, Special Education
- i. **Content non-negotiables for EDTP 215:**

Domain 1 Planning and Preparation

- Standards-based curriculum
 1. Lesson plan design
 2. Choosing appropriate standards
 3. Write essential questions
- Goals and learning objectives
 1. Bloom's Taxonomy
 2. Higher order cognitive, affective and psychomotor verbs for writing lesson objectives
 3. Deconstruct standards to develop learning goals, targets and assessments
 4. Differentiate between goals, objectives, and learning targets
- Assessing student learning
 1. Formative and summative assessments
 2. Rubric development
- Lesson congruence
 1. Alignment of standards, objectives, assessment and instruction
 2. Developing two lesson plans (1 with feedback and 1 independent)

Domain 3 Instruction

- Instructional strategies
 1. Teacher-centered and Learner-centered
 2. Differentiated instruction for diverse learners
 3. Critical Thinking
 4. Questioning strategies
 - Addressing the needs of diverse learners
 1. Accommodations for ELL, GT, ECE, children of poverty, etc.
 2. Multiple intelligences
- j. For each student engaging in dual credit courses, the teacher will communicate with each student the following responsibilities:
- Students will meet all course requirements outlined in the syllabus.
 - Students will complete the online University application for Admission.
 - Students will submit to UofL the Academic and Financial Policy Student/Parent Agreement.
 - Student may withdraw from dual credit courses up until the University of Louisville withdrawal deadline found at <http://louisville.edu/registrar/calendars>. DCS grade report will reflect "W" indicating course withdrawal.
 - Students enrolled in dual credit course not covered by the Dual Credit Scholarship (DCS) will be responsible for payment of tuition charges not to exceed the Dual Credit Tuition Rate Ceiling, equal to one-third (1/3) of the Kentucky Community and Technical College System in-state tuition rate per credit hour, estimated to be \$54.00 per credit hour for the 2017-2018 academic year.

XI. Duration of Review

This Memorandum of Agreement shall be effective from the date of affixing signatures and may be renewed annually during the month of May. It remains subject to such revisions as are mutually agreeable in writing at the time of annual review, but the duration of the agreement

shall be considered continuous unless otherwise terminated. Either party may terminate the agreement at the time of annual review provided the party has given written notice of intent to do so at least thirty (30) days in advance. No party will alter the content of the established curriculum without the written agreement to the changes of all parties signing the agreement. It is important that university accreditation and unit standards for continuous assessment be met and that course syllabi not be altered without this consultative partnership.

XII. Other Conditions

In carrying out their responsibilities, the parties shall remain independent contractors, and nothing herein shall be interpreted or intended to create a partnership, joint venture, employment, agency, franchise or other form of agreement or relationship. JCPS faculty and staff who participate in this program shall remain employees of JCPS.

Neither JCPS nor CEHD assumes any liability arising from the acts or omissions of the other party.

The parties agree not to assign this Agreement without the prior written consent of the other party.

This Agreement may only be amended by a writing signed by the parties.

This Agreement embodies the entire agreement and understanding of the parties hereto in respect of the subject matter hereof. This Agreement supersedes all prior agreements and understandings between the parties with respect to the transactions contemplated hereby.

In testimony thereof, witness the duly authorized signatures of the parties hereto:

Secondary Institution: Jefferson County Public Schools

Acting Superintendent

Date

Postsecondary Institution: University of Louisville

Dale B Billingsley
Executive Vice President and University Provost

28 Sep 2017
Date

Recommended by:

Ann S. Gause
Dean, College of Education and Human Development

9/28/17
Date