

To: Randy Poe, Superintendent, Boone County Schools  
Tim Hitzfield, Principal, Conner High School

From: Cynthia (Cindy) Reed, Dean, NKU College of Education and Human Services  
Roland Sintos Coloma, Chair, Department of Teacher Education  
Sara Runge, Assistant Chair - Undergraduate Programs, Department of Teacher Education

RE: Teaching and Learning Career Pathway Partnership between Boone County Schools  
and Northern Kentucky University

Date: February 22, 2018

**Dual Credit Memorandum of Agreement  
Northern Kentucky University and Boone County Schools**

**I. Purpose**

This Memorandum of Agreement (MOA) establishes a collaborative relationship between Northern Kentucky University (NKU) and Boone County Schools to offer dual credit opportunities for secondary school students who meet the requirements for admission into NKU's School Based Scholars / Teacher Education Scholars (TES) Program. This agreement incorporates by reference the stipulations included in KY HB 206 (2017).

**II. Registration Procedures**

All students must be admitted to NKU and complete the TES application. To be admitted into NKU's TES Program, the students must meet the following criteria:

- Applicants may be eligible freshmen, sophomores, juniors, or seniors, who are pursuing the NKU Teaching and Learning Career Pathway.
- Applicants must have a cumulative GPA of 3.0 or higher, or a letter of recommendation from the school principal.
- Applicants must have a composite ACT score of 20 or higher. Students who do not have an ACT score may also submit an equivalent SAT (1020 – 1050) or PSAT (1010-1040) score. If a student does not have an ACT, SAT, or PSAT score, they may be admitted with a GPA of 3.0 or higher.
- Applicants must submit a letter of recommendation from an educator in their current school certifying the students' academic capability and emotional maturity.
- Applicants must meet any prerequisites for individual courses.

Once admitted in the TES program, students must earn a grade of C or higher, and maintain an NKU GPA of 2.75 or higher, in each course to take the next courses in the TES program.

Boone County Schools will be responsible for transmitting all data required by the Kentucky Dual Credit Scholarship (DCS) Program to the Kentucky Higher Education Assistance Authority (KHEAA) and following all procedures necessary to administer the DCS. NKU will be responsible for transmitting enrollment verification and final grade reports to KHEAA at the end of each semester, in accordance with the DCS procedures.

After each add or drop deadline during the fall and spring semesters, the School-Based Scholars program, in partnership with the TES program, will send to the high school a list of students who are signed up for a dual-credit course, with the expectation that the appropriate person at the high school will verify the rosters with the high school's records, as necessary.

### **III. Approved Courses**

Northern Kentucky University and Boone County Schools have agreed to work collaboratively to provide the following course schedule during the spring 2018 and fall 2018 semesters:

<b>Class Location</b>	<b>Days</b>	<b>Times</b>	<b>Spring 2018 Course (3/13/2018 to 5/1/2018)</b>	<b>Spring-Fall 2018 Course (08/20/2018 to 12/07/2018)</b>
Embedded in Conner High School	TBD	TBD	Orientation to Education Professions / Programs (EDU 104, 1 credit hour)	Introduction to Education (EDU 305, 2 credit hours)

Additionally, students are permitted to take courses online or on NKU's campus.

NKU reserves the right to cancel a class that does not meet enrollment targets.

### **IV. Negotiated Costs**

#### **A. Tuition Rate**

The tuition rate for all eligible students attending TES from any KY Public School system will be set at one-third of the KCTCS hourly tuition rate (to be determined in the Summer 2018), the Dual Credit Tuition Rate ceiling as prescribed within the KY HB 206 (2017).

If students qualify for financial support from the state of Kentucky, NKU's Student Account Services will send an electronic bill to the Teacher Education Scholars or, if the TES are minors, to their parents/guardians for the remaining tuition balance, if any. Additionally, NKU will send to each high school a list of students who have a remaining balance on their account. Once the high school has verified that any financial support from the state of Kentucky has been correctly applied to each student's account, they agree to notify the students who owe a remaining balance as well as their parents/guardians, if the TES are minors.

#### **B. Related Course Expenses**

According to KY HB 206 (2017), the Participating Institution (NKU) "charges no more than the dual credit tuition rate ceiling per credit hour, including any fees, for any dual credit course it offers". The following

additional charges associated with operating a university course will be allocated as follows and agreed upon by NKU and Boone County Schools:

Expense	Responsible Party	
	NKU	Boone County Schools
Laboratory and other fees associated with specific courses	X	
Professional liability insurance	For NKU faculty	For Boone County Schools faculty

Participating high school students will be responsible for the cost of textbooks, digital content, or eResources, unless otherwise covered by the Boone County Schools.

### C. Unsuccessful Students

For the 2017-18 school year, in accordance with KY HB 2017, the policy was that the Kentucky Dual Credit Scholarship (DCS) will only reimburse 50% of the cost of tuition for students who do not successfully complete any course in which the student was to receive the DCS. Although the university incurs costs associated with teaching the course regardless of student performance, the remaining 50% will be absorbed by the university.

For the 2018-19 school year, both Boone County Schools and NKU will abide by the language in the legislation regarding unsuccessful students as yet to be determined by the state.

## V. Teaching and Learning Career Pathway

Northern Kentucky University's Department of Teacher Education and Boone County Schools desire to establish a mutually beneficial partnership to develop an NKU Teaching and Learning Career Pathway at Conner High School. The Teaching and Learning Career Pathway was established by the Kentucky Department of Education to support the recruitment of a diverse and effective educator workforce in the Commonwealth. The partnership will involve providing pre-admission courses as part of NKU's TES Program.

This Memorandum of Agreement covers the period from the signing of the MOA, when implementation of the courses will begin, until the end of June 2019. It is the intention of this partnership for the NKU Teaching and Learning Career Pathway that the dual credit courses will be offered as part of the TES Program every year.

Specifically, the following NKU Teaching and Learning Career Pathway and TES Program courses will be offered on site at Conner High School:

- Orientation to Education Professions/Programs (EDU 104, 1 credit hour)
- Introduction to Education (EDU 305, 2 credit hours)

Three additional courses in the NKU Teaching and Learning Career Pathway and TES Program will be offered online by NKU faculty members:

- Human Growth and Development (EDU 300, 3 credit hours)

- Racism and Sexism in Educational Institutions (EDU 316, 3 credit hours)
- Capstone Course (3 credit hours)

The purpose of the NKU Teaching and Learning Career Pathway is to empower students with the knowledge, dispositions, and skills to be effective educators in a variety of disciplines and grade levels. Cooperative experience, internships, shadowing and mentoring opportunities provide depth and breadth of learning in the instructional program, and allow students to directly apply concepts learned in the classroom. We believe the hybrid teaching approach (on-site and online teaching) with Boone County Schools will enable the Teacher Education Scholars, Boone County Schools teachers, and NKU faculty to provide opportunities for hands-on teaching experience, sustain an interest in the profession, and help cultivate skills and dispositions to be successful educators.

### **Responsibilities of NKU**

1. Collaborate with school district to identify key requirements to meet the Teacher Education Scholars requirements set forth by NKU:
  - a. See Admissions Criteria under “Registration Procedures”
  - a. Minimum number of students per course: 15
  - b. Admissions process for the NKU Teaching and Learning Career Pathway / Teacher Education Scholars Program:
    - Online application
    - Transcripts
    - Disclosure forms
2. Provide a liaison between NKU and the school district
3. Correspond with district superintendent, or designee, on NKU Pathway requirements, needs, and development
4. Coordinate planning meetings with district/school administrators and educators
5. Coordinate course scheduling of NKU Pathway courses with school district’s master schedule
6. Provide support to district/school administrators in the selection of teachers to teach in the NKU Pathway
7. Provide access and training to district/school educators teaching in the NKU Pathway regarding NKU course resources online for teaching, learning, and evaluation (e.g., Canvas and student course evaluation)
8. Provide curriculum and instructional support for district/school educators teaching in the NKU Pathway
9. Offer informal coaching through non-evaluative classroom observation of district/school educators teaching in the NKU Pathway
10. Provide faculty instructors for online courses in the NKU Pathway
11. Per NKU regulations on part-time faculty, the chair of NKU Department of Teacher Education, or designee, will evaluate once a year the teaching effectiveness of the district/school educators teaching in the NKU Pathway

### **Responsibilities of School District**

1. Secure a physical space to conduct class with access to a projector and WIFI
2. Select and support district/school educators to teach in the NKU Teaching and Learning Career Pathway

