



2019-2020

**The Teaching and Learning  
Pathway for  
Aspiring Educators**

**Student Information Guide**

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## Welcome from Interim Dean Amy Lingo

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We are excited that you are considering a career as a teacher! Being a teacher is one of the most rewarding and fulfilling jobs you may ever have, and our faculty at the College of Education and Human Development are passionate about their work with Pre-K-12 schools and preparing new teachers.

The Teaching and Learning Pathway for Aspiring Educators, or Dual Credit Program, provides a unique opportunity for you to explore and learn about the teaching profession. You will spend time in a classroom with experienced teachers who will mentor you as theory is put to practice. You will learn what the life and work of real teachers working with real students is like! Students in this dual credit program earn up to 12 credit hours towards a university bachelor's degree in teaching while in high school, which gives you a jump start on college. The Pathway also allows you to save on tuition and get an early start on your career.

While in the Pathway, you will learn about teaching styles, laws impacting schools, creating a classroom community, using technology in teaching, assessing student learning, working with students from diverse groups and much more. As a teacher, you will never stop learning. Your students will look to you as a leader and mentor in the classroom. I was a middle school teacher beginning a career with the university. My students and I learned from each other every day as we worked through new lesson plans and navigated the daily life and challenges of middle school. Teaching is an impactful career, and we hope you will be a part of the next generation of teachers who do so much to make our world a better place. We need your passion and commitment in the wonderful profession of teaching. We would like for you to continue your academic career at U of L. It is truly a great place for you to learn and explore the possibilities of your future.

We are here to assist you. I wish you the best in your academic career and look forward to seeing you in our college very soon. Please contact us if you have any questions about U of L, teaching as a career, or the Pathway.

Sincerely,



Amy Shearer Lingo, Ed.D.

Interim Dean and Professor, College of Education and Human Development

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## **What is the Teaching and Learning Pathway?**

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The University of Louisville (UofL), College of Education and Human Development's (CEHD) Teaching and Learning Pathway provides high school students an opportunity to enroll in college-level classes that introduces them to the field of teacher education.

Students in the Pathway have opportunities to observe and work with children in classrooms while learning about teaching styles, context of education (yesterday and today), laws impacting schools, creating classroom community, technology as it relates to teaching, organization and management, assessing student learning, instructional strategies, addressing the needs of diverse learners, and much more.

While in grades 9 through 12, students can complete 4 classes, or 12 credit hours, that will apply toward a bachelor's degree in Early Elementary Education or Middle and Secondary Education at the University of Louisville. In addition, the first course, EDTP 201, The Teaching Profession, will also meet a UofL general education requirement in the social and behavioral science area.

The Teaching and Learning Pathway is intended to familiarize students to teaching as a profession, AND to jump start students' college education at a very economical, low-cost rate of tuition, sustainably lower than current tuition rates at higher education institutions in Kentucky and in other states. See information about the tuition costs on page 4. Students will be able to explore teaching as a career before graduating from high school.

The University of Louisville is accredited by the Southern Association of Colleges and Universities, which means the credit you earn here could be transferrable to other accredited colleges and universities both locally and nationally. The courses may be able to count toward meeting a similar course requirement or an elective in an education program at another accredited institution.

Talk with your guidance counselor to determine if this program is right for you and to make sure you meet the admissions requirements. You should also speak with your parent/guardian about taking dual credit courses.



*"My thoughts during the first class of the U of L Teaching and Learning Pathway program were on the fence about if I even wanted to become a teacher or not. After being introduced to the teaching world, by the middle of the second class, my mind had been made. I love being in a classroom environment and working with students; this is the career I want to pursue and I absolutely cannot wait!" -Haley Burks*

*Haley Burks, Senior, Bullitt East High School*

## Admission Requirements

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All students (freshmen through senior) must complete the University of Louisville online Non-Degree Student Application\*, High School Visitor (Select ED as college). Preferred applicants will submit their application by November 15<sup>th</sup> for the spring semester and by April 30<sup>th</sup> for the fall semester. Applicants submitting their application after the announced application deadline can still be considered for admission IF there is space in the course AND all admission credentials are received a week before classes begin.

To be eligible for the High School Dual Credit program, ALL students must meet the following requirements:

- a) 2.5 or above GPA\*\*
- b) 17 or above ACT Composite Score or a Reading MAP (Measures of Academic Progress) score of 223 or above or a score of 18 on the CERT for 9<sup>th</sup> and 10<sup>th</sup> graders or 20 for 11<sup>th</sup> and 12<sup>th</sup> graders.\*\* (if juniors plan to take the ACT in Spring, they may be admitted without the ACT if GPA is 2.5 or above)
- c) A recommendation from their school's dual credit course instructor endorsed by their guidance counselor (form on back of this Guide)
- d) Parent/Student Financial Agreement form signed by the parent and the student (form on back of this Guide)
- e) An official transcript from their high school (if a freshman does not have grades recorded on a high school transcript, the first semester grades may be submitted by the school counselor)
- f) 90% attendance rate

\*University of Louisville Application fees will be waived for all Dual Credit students.

\*\*If a sophomore or freshmen has not completed either the ACT, MAP, CERT or does not have a 2.5 or above GPA, the student can be considered for an exception by the CEHD Standards and Admissions Committee IF the appropriate school official writes a letter of support and gives a rationale as why the student would be successful in completing college-level courses.

## Cost

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Students earning dual credit through the UofL Teaching and Learning Pathway receive a considerable discount. The cost for one dual credit course is one-third (1/3) of Kentucky Community and Technical College in-state tuition rate per credit hour. The cost is \$56 per credit hour for a total of **\$168 for one dual credit 3-hour course**. The 2018-19 cost for UofL freshmen through seniors is \$478 per credit hour for a total of \$1,434 for a 3-hour course.

*Work Ready Kentucky Scholarship Program for High School Students for the U of L Teaching and Learning Pathway*

- A high school student must:
  - Be a Kentucky resident
  - Be enrolled in a Kentucky high school
  - Not be eligible for, or have exhausted eligibility for, the KHEAA Dual Credit Scholarship program
- Application:
  - The student's high school will send information to KHEAA identifying the students who enrolled in Career and Technical Education coursework. KHEAA will, in turn, contact students to have them submit their preferences for college and semester of scholarship use.
  - Funds are awarded on a first-come, first-served order based on the date students submit their scholarship preferences.
- Award:
  - Equal to the dual credit course amount charged by an eligible college or university
  - Limited to two dual credit courses

- Participating colleges and universities have agreed to:
  - Charge no more than the dual credit tuition ceiling rate, which is 1/3 of the KCTCS hourly tuition rate (\$56 per credit hour for the 2018-2019 year), for all dual credit courses taken by Kentucky high school students regardless of scholarship eligibility
  - Charge no additional fees to dual credit students including, but not limited to, lab fees, special equipment and admission/application fees.
- Eligibility limit:
  - Expires when the first of the following conditions is met:
    - Receipt of scholarship funding for four academic terms;
    - Receipt of the scholarship for 60 credit hours of enrollment;
    - Receipt of a first associate's degree

*Kentucky Higher Education Assistance Authority (KHEAA) Dual Credit Scholarship Program*

- 11<sup>th</sup> and 12<sup>th</sup> grade students may apply online for a KHEAA Dual Credit Scholarship. If granted, the scholarship can cover up to 2 courses.  
[www.kheaa.com/website/kheaa/dual\\_credit?main=1](http://www.kheaa.com/website/kheaa/dual_credit?main=1)
- 11<sup>th</sup> and 12<sup>th</sup> grade students taking Dual Credit courses who receive the KHEAA Dual Credit Scholarship are not responsible for tuition payment.
- 9<sup>th</sup> and 10<sup>th</sup> grade students taking Dual Credit courses are not eligible to apply for the KHEAA 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, (\$162 in Spring 2018).
- 11<sup>th</sup> and 12<sup>th</sup> grade students taking Dual Credit courses who do not qualify for the KHEAA 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, (\$162 in Spring 2018).
- Note: Students who are interested in the KHEAA Dual Credit Scholarship must ask the school counselor to upload information to the KHEAA database. KHEAA may have deadlines.



## Application Procedures

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1. Go to [louisville.edu/](https://louisville.edu/)
2. At top of page click as follows:
  - Future Students
  - Admissions
  - Undergraduate
  - Apply Now
  - “I am a High School Visitor”
  - Complete the Application for Undergraduate admissions (non-degree)
3. Proceed to number “1” and complete the Application for Undergraduate Admission.  
**There is no application fee required for high school visitor applications.** However, a \$25 application fee will be required if you apply as an incoming degree-seeking undergraduate student.
4. In the section for “UofL Fee Waiver Policy,” click the second bubble fee waiver and type the code “DUALHS” as follows: 
  - *NOTE: by typing in DUALHS, this will ensure you do not need to provide documentation if you participate in a need-based program.*
5. After successfully submitting your online application, please *request that your teacher or guidance counselor email the following documents* to Janet Spence, [janet@louisville.edu](mailto:janet@louisville.edu):
  - Your **official transcript**
  - Your **test scores**
  - **Academic and Financial Policy Parent/Student Agreement Form**, signed by you and your parent (*copy in back of this guide*)
  - **Recommendation Form**, signed by the dual credit instructor and your high school guidance counselor (*copy in back of this guide*)

## Steps After Admission

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After you have been notified via your personal email address that you have been admitted, follow these steps:

### 1. Set up your email account

- a. Go to ULink: [ulink.louisville.edu/](http://ulink.louisville.edu/)  
ULink is the university's electronic portal where you will find important student information.
- b. Enter your user ID and temporary password that you received in your admission notification (received via your personal email). If you need assistance, "click on login assistance for first time users." Email is the "official" method the university uses to communicate with you. Open your UofL email at least 3 times a week for important announcements and information.

### 2. Check your schedule to be sure you are enrolled in your dual-credit course(s)

- a. Go to ULink: [ulink.louisville.edu/](http://ulink.louisville.edu/)
- b. Click on Student Services Tab at top
- c. Look for Undergraduate Advising
- d. Click on Student Center
- e. If your dual credit course(s) are not listed, inform your instructor. Your instructor will contact UofL to inquire on your behalf.

### 3. Juniors and Seniors: Apply online for KHEAA Dual Credit Scholarship

(freshmen and sophomores are NOT eligible):

[www.kheaa.com/website/kheaa/dual\\_credit?main=1](http://www.kheaa.com/website/kheaa/dual_credit?main=1)

### 4. Check your UofL Tuition Account

- a. Go to ULink: [ulink.louisville.edu/](http://ulink.louisville.edu/)
- b. Click on the Student Services Tab at top of the page
- c. Look for Tuition/Fees/Payments Options
- d. Click on Account

## 5. Pay your tuition

NOTE: If you are a junior or senior and are awarded the KHEAA Dual Credit Scholarship for your dual credit course, skip this step as your tuition will automatically be paid. Otherwise,

- a. Go to ULink: [ulink.louisville.edu/](http://ulink.louisville.edu/)
- b. Click on Student Services Tab at top
- c. Look for Tuition/Fees/Payments Options
- d. Click on “Make a Payment”
- e. Tuition and fees are due on, or before, the designated due date for the semester.
  - Payment may be made by cash, check, money order, charge card (MasterCard, Visa, or Discover), e-check, or financial aid credit. (\$25 fee for using credit card—no fee for debit card).
  - Payments may be made online, by mail, or by use of the deposit box located in the front entrance of the Houchens Building, or at the Bursar’s Office on campus.
  - Failure to fully settle financial obligations may result in student holds on accounts and financial penalties.
  - See the calendar on the U of L Registrar’s Office web page for tuition payment deadlines: <https://louisville.edu/registrar/homepage/calendars>

## 6. Obtain your UofL ID

- a. Go to the University’s Cardinal Card Office in person (Houchens Building, Room LL05)
- b. What to bring:
  - Student ID Number (located in the admission email notification)
  - Photo ID
  - [Completed Cardinal Card Agreement \(pdf\)](#)
- c. You must be enrolled for 24 hours before you can request an ID
- d. More information? Web address: [louisville.edu/cardinalcard](http://louisville.edu/cardinalcard)  
Phone Number: 502/852-7634

## Withdrawal Policy

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Withdrawal deadlines (Last day to withdraw without academic penalty)

Year-long course (August to May): February 21; Fall course: November 21; Spring course: April 21

Note: If you withdraw after the deadline, you will receive a grade of “F” for the course.

See the calendar on the U of L Registrar’s Office web page for tuition payment deadlines:

<https://louisville.edu/registrar/homepage/calendars>

## Helpful UofL Links and Phone Numbers

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| <ul style="list-style-type: none"> <li>• Main UofL Webpage<br/><a href="http://louisville.edu">louisville.edu</a></li> <li>• Admissions Office<br/><a href="http://louisville.edu/admissions">louisville.edu/admissions</a><br/>502/852-6531</li> <li>• Assistance with Paying Bill: Bursar's Office<br/><a href="http://louisville.edu/bursar">louisville.edu/bursar</a><br/>502/852-6503</li> <li>• Assistance with email: UofL Help Desk<br/><a href="http://louisville.edu/it/helpdesk">louisville.edu/it/helpdesk</a><br/>502/852-7997</li> <li>• Assistance obtaining ID: Cardinal Card Office<br/><a href="http://louisville.edu/cardinalcard">louisville.edu/cardinalcard</a><br/>502/852-7520</li> <li>• Campus Parking<br/><a href="http://louisville.edu/parking">louisville.edu/parking</a><br/>502/852-PARK (7520)</li> </ul> | <ul style="list-style-type: none"> <li>• College of Education &amp; Human Development<br/>Dual Credit Contact: Janet Spence<br/><a href="mailto:janet@louisville.edu">janet@louisville.edu</a><br/>502/852-4356</li> <li>• Registrar's Office<br/><a href="http://louisville.edu/registrar">louisville.edu/registrar</a><br/>502/852-6522</li> <li>• Tuition Remission<br/><a href="http://louisville.edu/hr/benefits/education">louisville.edu/hr/benefits/education</a><br/>502/852-2964<br/><br/><i>Available for dependent children of regular status UofL employees at .80 FTE or above for dual credit courses counting toward a first undergraduate degree.</i></li> <li>• ULink: UofL Help Desk<br/><a href="http://ulink.louisville.edu">ulink.louisville.edu</a><br/>502/852-7997</li> </ul> |
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## Forms

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Tear out the next two forms, complete them, obtain signatures and submit them to your dual credit instructor or counselor

- Academic/Financial Policy Student/Parent Agreement  
*(your signature and your parents are required on this form)*
- Recommendation Form  
*(signed by you, your course instructor and high school guidance counselor)*

**UofL Academic and Financial Policy Student/Parent Agreement**  
**College of Education and Human Development Teaching and Learning Pathway**

By signing this agreement, I acknowledge my understanding that I am enrolled in a college-level course and that I am subject to the policies of the University and my work will be graded according to the same standards applied to college students enrolled in the course.

All University of Louisville academic courses will become a part of the student's permanent record. Only students have access to their own college grades and records in accordance with FERPA legislation. In addition, I understand that all communications from the university concerning grades, student billing and other information will be sent directly to the **student's official UofL email address**.

Pass/Fail is not an option for a student taking a dual credit course. Students should review course descriptions and prerequisites to ensure that they are prepared to succeed in this course(s).

I understand that if I withdraw from the course(s) at my high school, I must also submit a drop request form to the dual credit program director. The effective withdrawal date is the date on which the withdrawal is processed in the Student Records System. This date is used in calculating any applicable tuition reduction.

Please note that there are financial costs incurred with this program. Some fees may be paid by Kentucky Dual Credit Scholarship for juniors and seniors; check with KHEAA for more information. Please review the Bursar's STUDENT FAQ at [louisville.edu/bursar](http://louisville.edu/bursar) for the steps needed to set up your PIN, allowing for the reviewing of your student account, remit an electronic payment and also have your parents or authorized person to receive an email notification for student account updates.

Students whose accounts are not paid by the established semester deadlines may be subject to financial penalties and may have a financial hold placed on their records. Students placed on financial hold become ineligible for further registration and transcripts will not be released until the student account is paid in full. A late payment fee of \$100.00 may be assessed when student accounts are not paid by the last day to drop/add for the semester.

A return payment fee of \$25.00 may be assessed when payment is not honored by the bank on which it was drawn. If restitution is not made within 10 days of notification, the student may be subject to financial penalties and/or legal action.

Students who participate in the free and reduced lunch program must provide documentation when they submit their registration forms at the beginning of the semester. It is the student's responsibility to verify that their course fees and any financial adjustments are correct. UofL will not clear course fees retroactively.

Individuals who do not make satisfactory payment arrangements on their past due accounts may have their accounts placed with a billing service. If not paid through the billing service, the unpaid account may be forwarded to a collection agency. It is the policy of the University that unpaid accounts will be assessed the costs and expenses of collection, including attorney fees. Feel free to contact the UofL Bursar Office via email [Bursar@louisville.edu](mailto:Bursar@louisville.edu) if you have additional questions.

The below undersigned acknowledges and/or agrees and will comply with the noted above terms of this agreement.

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 Print Name of Student

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 Student's High School

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 Student's Signature

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 Student's Date of Birth

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 Parent's Signature

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 Parent's Email



## Teaching and Learning Pathway Recommendation Form

### Applicant Section

Applicant's Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Home Address: Number and Street \_\_\_\_\_

City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Applicant's Home Phone (Preferred: Y / N ) \_\_\_\_\_ Applicant's Cell Phone (Preferred: Y / N ) \_\_\_\_\_

Applicant's Home Email (Preferred: Y / N ) \_\_\_\_\_ Applicant's School Email (Preferred: Y / N ) \_\_\_\_\_

Name of Current School \_\_\_\_\_ Name of Guidance Counselor \_\_\_\_\_

### Parent/Guardian Section

Parent/Guardian's Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Home Address: Number and Street \_\_\_\_\_

City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone (Preferred: Y / N ) \_\_\_\_\_ Cell Phone (Preferred: Y / N ) \_\_\_\_\_ Work Phone (Preferred: Y / N ) \_\_\_\_\_

Home Email (Preferred: Y / N ) \_\_\_\_\_ Work Email (Preferred: Y / N ) \_\_\_\_\_

### Guidance Counselor Section

Provide current available information, initial each line and then sign in the signature section at the end of this form.

GPA (minimum 2.5): \_\_\_\_\_ Counselor's Initials: \_\_\_\_\_

11<sup>th</sup> and 12<sup>th</sup> grade ACT Score (minimum 17): \_\_\_\_\_ Counselor's Initials: \_\_\_\_\_

9<sup>th</sup> and 10<sup>th</sup> grade MAP Reading Score (minimum 223): \_\_\_\_\_ Counselor's Initials: \_\_\_\_\_

Has the student met 90% attendance minimum? Yes \_\_\_\_\_ No \_\_\_\_\_ Counselor's Initials: \_\_\_\_\_

### Teacher Section

UofL students who are in pre-service teaching roles are expected to contribute to the creation of a positive school climate demonstrating certain appropriate “teacher dispositions.”

Please rate the applicant on his/her work with you, your students, and the school by completing the following table and then sign in the signature section at the end of this form.

<b>Check only ONE box per row that best describes the student’s performance.</b>	<b>Acceptable</b>	<b>Emerging</b>	<b>Needs Improvement</b>	<b>Serious Concern</b>	<b>N/A</b>
	<i>Behavior is displayed frequently and consistently</i>	<i>Behavior is displayed frequently</i>	<i>Behavior is displayed occasionally</i>	<i>Behavior displayed is contrary to expectations for this disposition</i>	
1. Follows through with responsibilities; is prompt, prepared, dependable and organized.					
2. Demonstrates motivation and initiative.					
3. Projects a professional image in dress and behavior.					
4. Develops positive relationships with peers, teachers and others.					
5. Develops positive relationships with students.					

### Signature Section

*The statements and information furnished by the undersigned on this application form are true and complete. Our signatures certify that we have read and agree with the above statements and information.*

\_\_\_\_\_  
Student’s Name (Print)

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Date

*We recommend this student be admitted to the UofL Teaching and Learning Pathways Dual Credit Program.*

\_\_\_\_\_  
T&L Teacher’s Name (Print)

\_\_\_\_\_  
Teacher’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Guidance Counselor’s Name (Print)

\_\_\_\_\_  
Guidance Counselor’s Signature

\_\_\_\_\_  
Date