Learn to Earn Dayton, Montgomery County Educational Service Center & Sinclair Community College

Montgomery County Faculty Fellows Program – Cohort Three

Preparing Teachers to Serve as College/University Adjunct Professors
Objective:
To prepare high school faculty members to become qualified as adjunct higher education faculty in order to teach concurrent enrollment/dual credit courses in English, Mathematics, History, Political Science, and selected science areas (e.g., Biology, Physics, Chemistry) for Sinclair Community College.

Rationale:
Concurrent enrollment/dual credit/College Credit Plus Courses (CCP) taken on the high school campus:
- Increases the likelihood that a student will not only enroll in college after high school graduation, but will also complete a college degree or certificate.
- Decreases the cost of tuition and fees for students completing their academic degrees.
- Provides transcripted college level coursework that transfers to ANY public post-secondary institution in Ohio.
- Allows students to show college and university admissions’ offices that they have completed rigorous college coursework on their high school transcript.
- Provides students with greater flexibility when they enroll in college. Students who have earned college credits in high school are more likely to pursue a second major, participate in internships, and/or study abroad.

Focus Group:
Teachers who currently hold a master’s degree who have an interest in taking additional graduate level content coursework in English, Mathematics, History, Political Science or selected science areas, in order to teach concurrent enrollment/dual credit courses at their high schools (and to become qualified as adjunct faculty members for higher education, per Ohio Board of Regents requirements).

Program Emphasis:
Teachers who participate in the program will complete 18 semester hours of graduate level approved content coursework (delivered primarily online) in English, Mathematics, History, Political Science and/or selected science areas (e.g., Biology, Physics, Chemistry). The courses delivered online will be provided by a higher education partner that offers appropriate graduate level coursework online. NOTE: Graduate hours in the defined licensure area (e.g., Biology or English) that a Faculty Fellow has already completed may be approved and applied to the 18 hour requirement.

Program Structure:
Teachers who participate in Cohort Three will take at least six semester hours each year for three years, with course availability starting Summer 2016. They will be eligible to teach courses in the 2016-17 academic year in the school district in which they are employed, upon completion of six semester hours of coursework*. Additionally, completion of the 18 hour course requirement means that the teacher meets the minimum requirements for and may be able to teach at Sinclair Community College as an adjunct professor. We will monitor for continuous progress in their coursework.

*In certain instances, and with an approved mentor, once enrolled in graduate level coursework but prior to completing the entire 18 hours, a teacher may be approved to serve as a concurrent enrollment/dual credit faculty member. Additionally, a teacher might already have graduate level coursework that could be approved and applied towards the 18 required hours, and thus could begin serving as a concurrent enrollment/dual credit faculty member.
**Montgomery County Faculty Fellows Program – Cohort Three**

**Program Cost:**
The tuition costs for the teachers participating will be covered by the teacher or by specific arrangements made between the teacher and his or her district (i.e., Tuition Reimbursement). Possible supplemental funding sources may also come from grants procured by: Sinclair Community College, Learn to Earn Dayton, Montgomery County ESC, school districts, or other eligible organizations; IHE in-kind contributions; and/or private funding.

At this time FOR MONTGOMERY COUNTY SCHOOLS, we have secured up to $1812/semester for tuition per teacher, up to $223/semester per teacher for University Fees, and up to $600.59 for books and materials. Further information on how to be reimbursed and/or to have funds sent to your university account will be given upon acceptance.

For all other districts a $600/semester scholarship from Learn to Earn Dayton & Sinclair Community College is available. This amount will be credited to your account at the Institution which you are enrolled. This equates to a possible $1800/per year scholarship (Fall/Spring/Summer).

**Program Outcome:**
The goal is to ensure that by 2016-17 every high school in Montgomery County has at least one (more) teacher in three of the defined Faculty Fellow areas (English, Mathematics, History, Political Science, Biology, Physics, and Chemistry). The Faculty Fellow will be designated as a “college/university adjunct professor” and can offer college level concurrent enrollment/dual credit coursework.

**Program Enrollment Process:**
- District representative should contact Shannon Cox (Shannon.Cox@mcesc.org) at the MCESC and provide the information on the Intent to Participate Form (page 4 of this packet) by March 1st, 2016 (First Semester) OR May 1st, 2016 (Second Semester) with regard to respective semester starts in MCFF.
- Teachers should enroll in approved graduate courses in the discipline, within an accredited Graduate Program.
- Teachers should then contact Jennifer Kostic (Jennifer.Kostic@sinclair.edu) at Sinclair Community College (SCC) and provide the information on the Confirmation of Participation Form (page 5 of this packet) by March 15th, 2016 OR May 15th, 2016 with regard to respective semester starts in MCFF.
  - Jennifer Kostic will send you a link to begin the Approval of MCFF Adjunct Status. YOU MUST BEGIN THE APPROVAL PROCESS ASAP AFTER RECEIVING THE LINK.
  - Jennifer Kostic will oversee the tracking process of the Fellows, to ensure they are making the progress required by the Fellows program.
  - Jennifer Kostic will be the SCC contact person for the Fellows program for the High Schools.
- Teachers will need to submit transcripts to Jennifer Kostic at the conclusion of each term.
- The adjunct mentoring process that SCC has in place will apply to the Fellows.
  - Teachers will be the mentee and will be assigned a mentor from SCC.
- Teachers will follow the SCC Adjunct Handbook and Handouts for mentors and mentees throughout the program.
MCFF FAQs

- **Do you have to be a high school teacher or district in Montgomery County to participate?**
  - No, the MCFF was started with the intention to bolster the adjunct status of high school teachers in the Montgomery County districts, but the program itself is open to any and all interested high school teachers and districts.

- **If I already have 6 hours, can I participate in MCFF?**
  - Yes, upon faculty approval of your 6 semester hours and SCC approval as an adjunct, you may begin teaching a dual credit/concurrent enrollment course in the fall of the 2015-2016 school year.

- **Do I have to attend UD or WSU in order to participate in the MCFF Program?**
  - No, the UD and WSU course information was included in the original MCFF packet because UD and WSU created and tweaked programs to align with our program. You may attend any OBR accredited college/university to obtain your graduate degree hours.

- **Can I attend Sinclair to obtain my graduate level hours?**
  - No, Sinclair is a Community College and does not offer graduate level coursework.

- **Can I be an adjunct for other colleges/universities under the MCFF Program?**
  - No, the MCFF program is a partnership between Sinclair Community College, Learn to Earn, and the Montgomery County ESC. Sinclair, as the higher education partner is providing the Professional Development, tracking of hours, mentorship, etc. within the program thus, is the provider of the dual credit/concurrent enrollment course your district will be offering. You MAY be eligible to be considered an adjunct at another college/university if they also provide the OBR requirements to be eligible.

- **IF I am already an adjunct for Sinclair, will this program get me my Master’s Degree?**
  - No, if you are already an approved adjunct for Sinclair, the MCFF Program is not for you. There is no added benefit to you if you are trying to work toward a Master’s Degree versus the 18 hours.

- **How do I pay for my tuition for my graduate level courses?**
  - Check with your district representative. There are many types of financial arrangements being offered. Some districts offer tuition reimbursement, some districts are providing stipends to the MCFF, and some districts are not providing any financial assistance.
  - MCES, SCC and Learn to Earn Dayton have secured some funding for Cohort One & Two MCFF. Ask for the specific details. (Approx. value is up to $1800 per academic year. Fall/Spring/Summer)
  - Also, check with the institution you will be attending for your coursework. All institutions have scholarship and financial aid opportunities.

- **What is the benefit for me to participate in the MCFF Program?**
  - MCFF was started to help districts provide more opportunity for high school students to earn transcripted college credit while still in high school. The addition of adjunct status high school teachers allows this to occur, thus making that adjunct high school staff member more valuable within their district. Also, that staff member is now a Sinclair Adjunct, whom will also have the opportunity to teach for Sinclair at their various campuses, if interested and needed.

- **I have less than 6 graduate hours, is there an option for me to be in the MCFF?**
  - YES, even if you have 3 graduate hours in your content area, you are eligible to teach a dual credit class with a SCC Proctor. Applying for adjunct status regardless is a MUST!
## INTENT TO PARTICIPATE

To be filled out by District Representative

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<thead>
<tr>
<th>DISTRICT NAME:</th>
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<tbody>
<tr>
<td>DISTRICT REPRESENTATIVE:</td>
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<tr>
<td>DISTRICT REPRESENTATIVE SIGNATURE: (Required)</td>
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<tr>
<td>DISTRICT REPRESENTATIVE’S CONTACT INFO:</td>
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<tr>
<td>EMAIL</td>
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<td>PHONE</td>
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### TEACHERS INTENDING TO PARTICIPATE:

<table>
<thead>
<tr>
<th>Teacher Name:</th>
<th>Teacher Email:</th>
<th>Best Teacher Contact Phone #:</th>
<th>SCC Course(s) you wish to offer with this teacher</th>
<th>Teacher’s Building Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Doe</td>
<td><a href="mailto:John.Doe@anyschool.org">John.Doe@anyschool.org</a></td>
<td>(937) 123-4567</td>
<td>MAT 1370</td>
<td>Smith HS</td>
</tr>
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District Reps Submit this Intent to Participate form to:

Shannon Cox, MCESC at

Shannon.Cox@mcesc.org

or

fax (937)496-7426
Montgomery County Faculty Fellows Program – Cohort Three

CONFIRMATION OF PARTICIPATION
To be filled out by *individual teacher participant*

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<thead>
<tr>
<th>DISTRICT REP NAME AND CONTACT NUMBER:</th>
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<tbody>
<tr>
<td>DISTRICT NAME:</td>
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<td>TEACHER NAME:</td>
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<td>TEACHER’S CONTACT INFO:</td>
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<td>EMAIL</td>
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<td>PHONE (to best reach you)</td>
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<tr>
<td>HOME ADDRESS</td>
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| DO YOU ALREADY HAVE 6 GRADUATE HOURS IN THE CONTENT AREA FOR WHICH YOU ARE SEEKING ADJUNCT STATUS? | YES / NO  
If yes, from which college/university did you obtain the 6 graduate hours? |
| HAVE YOU TAUGHT CREDIT BEARING COURSES IN THE CONTENT AREA FOR WHICH YOU ARE SEEKING ADJUNCT STATUS? | YES / NO  
If yes, at which college/university did you teach credit bearing courses and which courses did you teach? |
| IN WHICH GRADUATE PROGRAM ARE YOU ENROLLED (to reach the 18 hrs.)? |   |
|                                      | What semester will you begin? |
| NUMBER OF HOURS YOU ARE ENROLLED?    |   |
| IN WHICH AREA OF DISCIPLINE OF PROGRAM ARE YOU ENROLLED? |   |

Teachers will need to submit transcripts to Jennifer Kostic at the conclusion of each term. The adjunct mentoring process that SCC has in place will apply to the Fellows. Teachers will be the mentee and will be assigned a mentor from SCC. Teachers will follow the SCC Adjunct Handbook and Handouts for mentors and mentees throughout the program.

Teachers Submit this Confirmation of Participation form to:

Jennifer Kostic, Sinclair

Jennifer.Kostic@sinclair.edu or fax (937)512-2777