



New Instructor Process/Requirements

Thank you for your interest in teaching dual credit with the College of Southern Idaho (CSI) Early College Program! CSI invites interested secondary instructors to apply if they meet these criteria:

- the requested course helps students work toward a general education certificate,
- the requested course should avoid duplication with other current course offering already in place at the high school,
- the instructor is certified to teach in the discipline area by the State of Idaho
- the curriculum is prepared and taught with the same rigor and outcomes as collegiate course
- the instructor is committed to completing the required program tasks in a timely manner throughout the semester
- the instructor is eager to provide a positive educational experience for CSI dual credit students.

Once approved, dual credit instructors must attend an onboarding session (virtual or face-to-face) **prior** to teaching the course for dual credit. Dual credit instructors are also expected to participate in program and general education outcomes assessment processes, as well as annual professional development. CSI is committed to continuing to support dual credit instructors through training and networking during the annual Teach Together Summer Conference.

If you meet the criteria, we would ask that you begin preparing the following documents to be submitted for vetting:

- A Letter of support from your high school principal. The letter should include the school's overall philosophy of dual credit and how the dual credit course you desire to teach fits into the curriculum structure at the high school. Additionally, please provide the High School Grade Year (i.e. Junior, Senior year) you plan to offer this course to students.
- Your letter of interest. The letter should address your personal philosophical approach to dual credit, the specific CSI class you desire to teach, and your approach to ensuring students are prepared to take the College course you wish to teach.
- Curriculum Vitae (CV)
- Complete college/university transcripts. Unofficial Transcripts are accepted.

If you meet the outlined criteria and wish to proceed, or have any questions, please notify Candice Ramsay (cmramsay@csi.edu) and we will extend an invitation for you to electronically create an account and upload your application documents.