



## **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 the following criteria:

- The requested course helps students work toward a general education certificate.
- The requested course should avoid duplication with other current course offerings 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 a 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 P20 conference.

**If you meet the criteria, please prepare the following documents to be submitted for vetting:**

- **A letter of support from your high school principal:** This 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 grade level (i.e., junior or senior year) you plan to offer this course to students.
- **Your letter of interest:** This letter should address your personal philosophical approach to dual credit, the specific CSI class you wish to teach, and your approach to ensuring students are prepared to take the college course.
- **State K-12 Certification.**
- **Curriculum Vitae (CV).**
- **Complete college/university transcripts:** Unofficial transcripts are accepted.

If you meet the outlined criteria and wish to proceed, or if you have any questions, please notify Dale Mallows at [dmallows@csi.edu](mailto:dmallows@csi.edu). We will then extend an invitation for you to create an account electronically and upload your application documents.

