

# **Concurrent Enrollment Program Instructor Agreement**

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| High School​:   |  |  |
| Last Name​:  | First Name​:  | Middle Name​:   |
| Social Security Number: | Birthdate: | Race: | Sex: |
| Address​:  |  | City, State ZIP​:  |  |
| Phone​:  |  | Email​:   |  |

***As an instructor teaching BRTC Concurrent Credit coursework, you will be expected to complete the following tasks:***

* Attend the BRTC Concurrent Enrollment **Professional Development** held each academic year. (ADHE requirement)
* Submit your **course syllabus** to the Director of Career, Technical, and Concurrent Education before the end of the first week of classes each semester. The most current BRTC Syllabus template must be used and course outcomes must match those used in the BRTC course.
* Review and verify your **class roster** via myBRTC during the first week of each semester. Only students who have registered and paid to receive concurrent credit through BRTC will appear on this roster. If you notice any discrepancies, please report those to your high school counselor and the Director of Career, Technical, and Concurrent Education ASAP.
* Submit **midterm grades** to the myBRTC portal by the deadline set by the BRTC registrar’s office.
* Stay in contact with your BRTC faculty liaison. He/she will visit your classroom at least once during the academic year for a **site visit**.
* Have your concurrent students complete the BRTC course/instructor **evaluation**. This is to be completed online. The students will receive an email that includes the link. (Should be completed each semester.)
* Submit **final grades** to the myBRTC portal by the deadline set by the BRTC registrar’s office.
* Submit a **CLADR** for each course you teach each semester by the deadline set by the Executive Director of Institutional Effectiveness at BRTC.
* Upload **artifacts** to Moodle for assessment of your course by the due date set by the Executive Director of Institutional Effectiveness at BRTC. (This is completed on a rotational basis. You will be notified at the beginning of the semester if this will include your course.)

***Instructors that do not observe these expectations may be placed on a corrective action plan or removed from teaching concurrent credit coursework for BRTC in the future.***

**High School Instructor Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**High School Principal Signature:** ­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_