



College in High School Teacher Agreement

Thank you for your interest in the College in High School (CHS) program at the University of Pittsburgh-Bradford. All approved CHS instructors must observe and adhere to the following CHS policies:

- Cover the required course content as outlined by the respective University academic department.
- Take the necessary steps with your high school to insure receipt of electronic communication with attachments from CHS. Read and respond to CHS communications in a timely manner, observing all deadlines.
- Create/update a syllabus and submit for approval by June 30 of each year. It must be approved by your faculty liaison prior to distributing and reviewing it with your students. Distribute and review application/registration materials with your students.
- Collect all completed student application/registration materials by the assigned deadline and submit to designated high school office for mailing to CHS Program. The distribution/collection process should be limited to a two-week period. Checks from parents should not be older than two weeks when the application packet is mailed to the University. Students should not send in their own applications.
- Inform CHS if a long-term substitute teacher is needed for your course for a period longer than two weeks, so that CHS can either obtain provisional certification for the substitute teacher or cancel the CHS course and issue refunds for students.
- Administer University course exams according to the instructions provided by the liaison. Grade the CHS assignments and exams and assign a letter grade for each student. Teachers are not permitted to use the advance copy of the exam as a teaching aid.
- Assist with implementing course assessment tools in your classroom as part of the University's ongoing academic assessment efforts. Your cooperation is expected and appreciated.
- When available, attend a subject-area meeting arranged by the CHS Program.
- Recognize and accept that CHS administrators have sole discretion to withdraw teacher approval for this program, thus discontinuing teacher participation in College in High School.

IN SIGNING BELOW, THE TEACHER AGREES TO THE ABOVE CONDITIONS.

Teacher's Name (please print)

School Name

Teacher's Signature

Date