



# College in the Schools New Teacher Packet

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## Contacts

College in the Schools Coordinator  
218.733.5922

# College in the Schools Program

## Instructor Approval Process

1. Interested high school counselor or administrator (HS contact) reaches out to LSC College in the Schools (CITS) Coordinator to express interest in getting teacher credentials reviewed.
2. CITS Coordinator provides New Teacher Packet to HS contact or high school teacher.
3. High school teacher completes College in the Schools Teacher Credential Form and attaches current resume and unofficial copies of undergraduate and graduate transcripts. The teacher or HS contact returns credential paperwork to CITS Coordinator for credential review.
4. CITS Coordinator requests additional paperwork (if incomplete) or directs credential paperwork to the appropriate LSC academic dean for credential review (if complete).
5. LSC academic dean reviews credentials according to guidelines from Minnesota State Colleges and Universities Policy 3.32 found on [the MinnState website](#) and confers with LSC's Vice President of Academic and Student Affairs for approvals. The LSC dean and Vice President of Academic and Student Affairs may choose to:
  - a. **approve** credentials. The HS teacher is fully qualified to teach LSC courses in their approved credential area.
  - b. **deny** credentials. The HS teacher is not qualified to teach LSC courses but may, with permission, submit an Educational Plan Pre-approval plan to achieve full credentials.
  - c. grant **conditional approval** for up to two semesters. The teacher is permitted to teach during the timeframe listed on the credential form but no longer, unless given the option to submit an Educational Plan Pre-approval plan to achieve full credentials.
6. CITS Coordinator communicates decision to the high school contact and teacher.
7. If the CITS Coordinator indicates the teacher does not presently meet credentialing criteria but may submit an Educational Plan, the teacher is responsible for seeking out graduate programs, filling out the Educational Plan Pre-Approval Form with attached course descriptions, and submitting documents either to the CITS Coordinator or to the high school contact to send to the CITS Coordinator.
8. If fully credentialed, granted conditional approval, or on an approved Educational Plan, the high school teacher must complete the New Teacher Orientation in D2L and begin the course alignment and approval process.



# Concurrent Enrollment Teacher Credential Form

**Instructions:** Complete Part A and return to CITS Coordinator with unofficial copies of college transcripts (graduate and undergraduate) and a copy of your current resume. LSC will review and provide feedback.

## Part A: Please Print

**High School:** \_\_\_\_\_ **Instructor Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **StarID** (if you already have one): \_\_\_\_\_

**Home Address:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Concurrent Course(s): H.S. Course name:** \_\_\_\_\_ **LSC course name:** \_\_\_\_\_

**LSC discipline/field(s)** (e.g. English, Communications, Chemistry, etc.): \_\_\_\_\_

**Education (You must submit an unofficial copy of your transcripts for review):**

\_\_\_\_ Master's degree in field

\_\_\_\_ Master's degree outside field in \_\_\_\_\_ with \_\_\_\_ graduate semester credits in field

\_\_\_\_ No Master's degree but \_\_\_\_\_ graduate semester credits in field

\_\_\_\_ Bachelor's degree in \_\_\_\_\_

**Teaching Experience:**

\_\_\_\_\_ years of high school teaching experience \_\_\_\_\_ years of high school teaching in subject area

**Advanced teaching experience** (indicate years of experience in field):

\_\_\_\_\_ Advanced Placement (AP) \_\_\_\_\_ Honors \_\_\_\_\_ CITS

**Other** (special courses/projects/certifications, etc.): \_\_\_\_\_

**Instructor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Principal Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Part B: For Office Use Only

\_\_\_\_\_ Approved \_\_\_\_\_ Conditional Approval for \_\_\_\_\_ school year \_\_\_\_\_ Denied

**Comments:** \_\_\_\_\_

\_\_\_\_\_  
Academic Dean

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President of Academic and Student Affairs

\_\_\_\_\_  
Date



## Pre-Approval of CITS Instructor Educational Plan

This form is for instructors granted the option of developing an educational plan to obtain appropriate teaching credentials for the CITS program.

### Part A: Please Print

Instructor Name \_\_\_\_\_ Date of Request \_\_\_\_\_  
High School \_\_\_\_\_ CITS Course(s) Taught \_\_\_\_\_  
Highest Degree Attained \_\_\_\_\_ Credential Field Pursued \_\_\_\_\_  
No. of Additional Credits Required \_\_\_\_\_ Anticipated Completion Date \_\_\_\_\_  
Signature \_\_\_\_\_ Contact Number \_\_\_\_\_

### Part B: Educational Plan

**Step One:** Attach program outline with course descriptions for each course listed.

**Step Two:** Complete the coursework plan below.

Course Dept & #	Course Title	# of Credits	Anticipated Date	Institution

Comments: \_\_\_\_\_

\_\_\_\_\_

### Part C: For Office Use Only

\_\_\_\_\_ Approve \_\_\_\_\_ Request More Information \_\_\_\_\_ Deny

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Academic Dean

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President of Academic and Student Affairs

\_\_\_\_\_  
Date



# College in the Schools Program

## Course Approval Process

1. High school counselor or administrator (HS contact) reaches out to the College in the Schools (CITS) Coordinator indicating which course(s) they wish to add to their CITS offerings.
2. CITS Coordinator provides the HS contact or HS teacher with the corresponding LSC course outline, with which the HS teacher *must* base his or her course syllabus. Course outlines are also available on [the LSC website](#) with a semester/subject search.
3. CITS Coordinator contacts the appropriate LSC dean to determine a faculty member who can review the course and who may act as the faculty mentor.
4. The LSC faculty member works with the HS teacher to create a syllabus and other course materials (e.g. sample assignments, course schedule, etc.) that align with LSC course outcomes. The LSC faculty member will also provide course-specific training that supplement the New Teacher Orientation materials in D2L.
5. Once the faculty member is satisfied that the course completely meets the standards and outcomes of an LSC course or has decided that the high school course will not align with the LSC course, he or she completes the approved or denied College in the Schools Course Review form (available on the [LSC CITS High School Teacher webpage](#)) and documents to the CITS Coordinator and to the high school teacher.

**Note:** These steps must all be completed prior to the course being taught at the high school.