



Snow College Business Department Concurrent Enrollment Teacher Agreement

High school teachers agree to the following the Course Delivery Guidelines for concurrent Snow College Business Courses and must sign below indicating agreement:

- The high school teacher must teach the course content as outlined by the lead Snow College professor (exception: BUS 1600) and not simply allow the students to work in an open entry/open exit or self-paced setting. The teacher must guide discussions and demonstrate software where applicable.
- An expected 45 hours of instruction time is required for three-credit courses. Students taking college courses are expected to do work outside of class instruction time.
- With only limited exceptions, the teacher must follow the course schedule sequence as outlined by the college.
- The high school instructor must use the textbook, and software where applicable, designated by the lead Snow College professor.
- Unless indicated otherwise, no notes or books are allowed during exams. Students should test at the same time. Exams should be properly proctored by the high school teacher, prohibiting any exchange of information between students.
- The signature assignment (usually the final project) for the course must be used exactly as designated and should be administered in the sequence outlined by the lead Snow College instructor. The rubric corresponding to the signature assignment must be used.
- Signature assignments with their corresponding completed rubrics should be mailed to the lead Snow College professor *if not submitted in Canvas*.
- Grades for the entire course should be recorded in Canvas.
- Teachers should expect a scheduled visit from a Business Department faculty member at least once during the course.

I agree to adhere to the procedures outlined above:

Printed name

Signature

Course

Semester taught

High School

Thank you for sharing your expertise with your students! We appreciate the time and effort you invest to maintain the quality of Snow College Business Department courses delivered at your school.