

## Dual Enrollment Teacher Expectations/Application Process

The Office of General Education and Dual Enrollment would like to thank you for your interest in teaching UNO dual credit courses. Important guidelines and expectations can be found in the [Faculty and Staff Handbook](#).

**Please read this handbook, review the application process below, and sign and return this document to the Office of General Education and Dual Enrollment.** It is important to understand that upon entering into a dual credit partnership with UNO you will be offering college courses for UNO academic credit and will be expected to fulfill certain obligations and responsibilities in accordance with UNO and its regional accrediting organization as outlined in the Faculty and Staff Handbook. Some of these expectations include participation in periodic professional development opportunities with UNO, working with UNO faculty/staff to assess student performance, and maintaining alignment of the course with UNO's master syllabus.

If you remain interested in teaching UNO dual credit courses please complete the steps outlined below:

1. Submit copies of your resume and college transcripts to [unodualenroll@unomaha.edu](mailto:unodualenroll@unomaha.edu) or mail to Office of General Education and Dual Enrollment, EAB 108, 6001 Dodge Street, Omaha, NE 68182 (note: official copies may eventually be required for which UNO's Office of General Education and Dual Credit will reimburse you for the cost).
2. Upon preliminary review of your transcripts and resume, UNO's Office of General Education and Dual Credit will notify you whether your academic background meets requirements to teach dual credit courses as determined by UNO academic faculty and the Higher Learning Commission (HLC).
3. Upon notification of status, review UNO's Master Syllabus for the course you are interested in teaching.
4. Prepare your in-class syllabus and ensure your proposed course content, standards of achievement, and methods of assessment are aligned with minimum standards set forth in the Master Syllabus. Submit your proposed syllabus to the Office of General Education and Dual Enrollment for consideration by department faculty.
  - Dual credit courses must use the syllabus template provided by the Office of General Education and Dual Enrollment
  - The syllabus must include UNO General Education outcomes (as appropriate) which are articulated in the Master Syllabus
5. The Office of General Education and Dual Enrollment will notify you with a final determination as to the status of the dual credit course and whether it can be offered at your high school.

I have read the Faculty and Staff handbook, understand my responsibilities as a dual enrollment instructor, and acknowledge I will need to complete the above actions prior to my course being offered for UNO dual credit.

Applicant Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_