



College in High School

Thiel College

2018-2019 Program Handbook

Welcome to the Thiel College in High School (CHS) Program

Thiel College in Greenville, PA, is pleased to partner with high schools in awarding college credit for certain courses that may be taken on the high school campus and taught by qualified high school teachers. By supporting the teaching of freshman college-level courses in the high school, Thiel College collaborates with the high school faculty and students and provides an opportunity for students to earn college credits on the high school campus.

Students may register for one or more of the approved courses through their high school and, upon successful completion of the course (a grade of C- or higher), receive college credit from Thiel College.

The College in High School program is affordable and appealing in that qualified, academically motivated students may receive a glimpse of the rigor required in college courses while still enjoying the familiarity of their high school environment.

Please familiarize yourself with this Handbook, which provides information on how you may participate in the College in High School program. We look forward to hearing from you!

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Offering CHS Courses in Your High School

- Thiel College, faculty, and high school administration determine the courses to be taught.
- Courses are offered to sophomore-level, junior-level or senior level students. Special circumstances will be addressed on an individual basis.
- The high school teacher must agree to incorporate the Thiel College CHS syllabus and give the final exam and/or assignments agreed to by the College liaison and high school faculty member.
- Teachers must have a master's degree in the content area, master's equivalency, or master's degree in education, which includes the equivalent of 18 semester hours of advanced training in the relevant subject in order to participate in this program. Exceptions may be made on a case-by-case basis for teachers who do not meet this criterion.
- Teachers must also have three years' experience in teaching at the high school level.
- A Thiel College academic chairperson will review the credentials of each recommended high school teacher to determine if he or she may teach in the CHS Program following successful completion of the summer workshop.
- In some instances, a high school teacher may be required to provide supplemental credential materials in order to participate in the CHS Program.
- The teacher and principal will be notified as to the decision of the respective department.
- Once the courses and faculty who will be part of the CHS Program have been established for the school year, principals and relevant administrators will hold, as part of their school opening procedures, a CHS Program Orientation with all faculty members in the program either on the high school or on Thiel College campus.
- Each subject has a College liaison available to assist the CHS teachers.
- Books and other required materials are the responsibility of the student and/or the school district.
- Tuition is the responsibility of the student, the district, or a combination of the two.

Direct Inquiries to:

Mr. Justin Gregorich

Thiel College

College in High School Program Coordinator

75 College Avenue

Greenville, PA 16125

Office: 724-589-2757 / Fax: 724-589-2013 / Email: jgregorich@thiel.edu

CHS Teacher Responsibilities

As a CHS teacher, you will be expected to:

- 1.) Thoroughly review with your students at the beginning of the school year all aspects of the CHS Program, including important registration dates and procedures, and implement those registration policies and procedures.
- 2.) Adopt and follow the course syllabus that has been established by the respective Thiel College department, in consultation with the CHS teacher, and administer all agreed upon assessment tools, including the final exam sent by the College department.
- 3.) Submit a copy of your course syllabus, which should include a well-developed chronological framework for the course, course objectives and learning outcomes, as well as a developed and clear assessment and grading schema to the Associate Academic Dean, Dr. Mary Theresa Hall, who will review it with the Thiel College faculty member and the College's Office of Academic Affairs.
- 4.) Grade the exams and assignments of your CHS students, and, ultimately, assign a letter grade for each student.
- 5.) Submit final grade rosters. Grade rosters are sent to high school faculty members and administration in early January (to verify), and in early May. Completed rosters are returned to the CHS office at the end of the high school year.
- 6.) Complete the CHS School-Based Orientation at Thiel College, and participate in regular discussion and collaboration with your liaison.
- 7.) Participate collaboratively with Thiel faculty members in developing and maintaining CHS program quality standards and practices.

Application for Teaching in the Thiel College
College in High School Program

Teacher Name: _____

Home Address: _____

Email: _____

School Name: _____

School Address: _____

School Phone: _____ Fax: _____

Principal's Name: _____

I am applying to teach the following Thiel College course(s):

My courses will begin in the school year of _____ -- _____.

Note: All paperwork must be received by May 1 prior to the school year that you will be teaching. If you wish to start a CHS course that is not on the current list, please contact the CHS director as early as possible. New courses must match an existing Thiel College course.

Prospective CHS teachers must submit the following:

1. A letter of interest, including the number of years you have taught the subject and any experiences that demonstrate your mastery of the subject.
2. Résumé or *curriculum vitae*.
3. A letter of recommendation from your high school principal.
4. If you are teaching a similar course, please provide a syllabus (course outline).

Course Offerings

ACCT 113: Principles of Accounting I

An introduction to accounting, i.e., basic record keeping and the preparation of financial statements, including closing entries and working papers. This course requires a grade of a C minus or better and a 60 percent or higher on the final exam in order to progress to ACCT 123.

ACCT 123: Principles of Accounting II

A continuation of ACCT 113. Special emphasis upon accounting procedures for partnerships and corporations. This course requires a grade of B minus or better and a 60 percent or higher on the final exam in order to progress to ACCT 213; or the grade of a C minus or better and a 60 percent or higher on the final exam to progress to ACCT 253.

ENSC 111: Introduction to Environmental Studies

An interdisciplinary study of how the natural environment works and how things and events in nature are interconnected. A major focus of the course will be on issues such as sustainability, the preservation of natural capital (living and non-living) and solutions to major environmental problems such as pollution, energy resource shortages and global warming. Taught at the freshman level and open to both majors and non-majors. Three hours of lecture.

MATH 141: Precalculus

A course for students with an average high school background in mathematics (two years of algebra) who need further preparation before taking calculus. Topics include functions, exponential and logarithmic functions, and trigonometric functions. Not open to students who have earned a grade of C or better in a college calculus course.

Thiel College Faculty Liaisons

Greg Butcher, Ph.D.

Associate Academic Dean for Student Success

✉ gbutcher@thiel.edu

☎ 724-589-2031

📍 2nd Floor Roth Hall

Melissa S. Oakes, C.P.A., C.F.E., M.B.A. '03

Associate Professor of Business Administration and Accounting

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☎ 724-589-2046

📍 Academic Center 29

Anna Reinsel, Ph.D. '06

Associate Professor of Environmental Science and Chemistry, Department Chair

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☎ 724-589-2821

📍 Academic Center 12

Russell Richins, Ph.D.

Assistant Professor of Mathematics and Computer Science, Department Chair

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☎ 724-589-2025

📍 Academic Center

High School Faculty Liaisons

Emily Clare

West Middlesex High School Principal

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☎ Office: 724-634-3030 x 3003

Tom Wolbert

Commodore Perry High School Math Teacher

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Trisha Knight

West Middlesex High School Business/Computer Education

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Commodore Perry High School Principal

✉ dledebur@cppanthers.org

Mark Russell

Greenville High School Science Teacher

✉ mrussell@greenville.k12.pa.us

☎ 724-588-2500 Ext 212

Jeff Keeling, Ph.D.

Greenville High School Principal

✉ jkeeling@greenville.k12.pa.us

☎ 724-588-2500 ext. 213

How to Register Students for College in High School Classes

1.) The College in High School office will provide electronic copies of student application packets to you at the beginning of September (there is also a set at the end of this guide). Distribute them to interested students after you have gone over the program with them in detail.

Important: Students may – and will – take more than one course as part of the CHS program. They may take no more than 12 credits (typically four courses).

We are asking that only one application for each student be submitted.

2.) Please familiarize yourself with the student applications. Since students can enroll in more than one class, and so that we may facilitate only one student application, you will see that, as a faculty member, you will be asked by the students to either sign off on a student's enrollment in your class, and/or collect student applications for submission. The student is asked to list the name of the teacher to receive the application and must have your permission to be a student in your class. You will see that the application seeks your approval in both of these roles.

3.) Please collect all completed application packets and registrations for your class. Verify that all applications have been filled out properly, and sign the registration forms. Bring them to your High School Principal (or CHS Representative) and he or she will send them all in one packet to the CHS office. Parents or students should not send in applications. The registration deadline is set by the teacher, but may not be later than the following date: September 4, 2018.

Important: This is true for both first semester/second semester courses and full-year courses.

4.) To finalize a student's registration for a CHS course, include the following completed material for each student registering:

- Application form, with all signatures;
- Tuition check with student's name written on it, made out to Thiel College.

Mail completed material for all students to the Thiel College Admission Office:

Mr. Justin Gregorich

Thiel College

College in High School Program Coordinator

75 College Avenue

Greenville, PA 16125

Both grades appear on the student's transcript but only the second grade affects the grade point average. Students do not receive double credit for the course. Students who earn a grade of C or better in a CHS course and then enter Thiel College will not be able to repeat the course.

Tuition and Scholarships

Tuition for Thiel CHS classes are negotiated and agreed upon before classes may be offered at your high school. A tuition discount may be available for students who are eligible for free and reduced luncheons. Students who successfully complete a Thiel CHS course at their high school will be eligible for a \$1,000 per year, 4-year renewable scholarship if they choose to attend Thiel College in the pursuit of an associate or bachelor's degree.

Academic Integrity

Thiel College takes academic integrity seriously. These obligations are probably no different from what is expected in high school, but note that the College can dismiss a student from a class without refunding the tuition. Each student has an obligation to exhibit honesty and to respect ethical standards in carrying out academic assignments. Without limiting the application of this principle, a student may have violated this obligation if he or she:

1. Refers during an academic evaluation to materials or sources, or employs devices, not authorized by the instructor.
2. Provides assistance during an academic evaluation to another person in a manner not authorized by the instructor.
3. Receives assistance during an academic evaluation from another person in a manner not authorized by the instructor.
4. Engages in unauthorized possession, buying, selling, obtaining, or using of any materials intended to be used as an instrument of academic evaluation in advance of its administration.
5. Practices any form of deceit in an academic evaluation proceeding.
6. Presents as one's own, for academic evaluation, the ideas, representations, or words of another person or persons without customary and proper acknowledgment of sources.
7. Submits the work of another person in a manner that represents the work to be one's own.
8. Indulges, during a class (or examination) session in which one is a student, in conduct that is so disruptive as to infringe upon the rights of the instructor or fellow students.

Transferring Credit to a College or University

Students invest effort, time, and money in these Thiel College courses. Therefore, the transfer of credits is of prime consideration to the students, parents, teachers, the high school, and Thiel College. In order to transfer credits, students first request an official transcript from Thiel College.

Please keep this information in mind when transferring credits:

1. The CHS course is a Thiel College credit-bearing course. Your transcript reflects the course name, grade, and credits earned.
2. Course summaries may be found in the Thiel College Course Catalog, which is available from the CHS office or online.
3. A student's status while taking the CHS course is, "part-time, non-matriculated student at Thiel College."
4. College in High School students may search transfer policies of over 900 US College and universities through the University of Connecticut's Early College Experience Credit Transfer Database. This database provides information regarding the likelihood of successful concurrent enrollment credit transfer. This likelihood is calculated based on many institutions' response to concurrent enrollment transfer credits. It is, however, just a guide, and specific contact should be made. http://web2.uconn.edu/ece/credit_transfer_database/index.php

THIEL FACULTY RESPONSIBILITIES FOR THE COLLEGE IN HIGH SCHOOL (CHS) PROGRAM

Thiel College faculty department Chairs will:

- 1.) Review the credentials (letter of interest, résumé or C.V.; letter of recommendation from high school principal, a course outline if teaching a similar course) of each recommended high school teacher to determine if he or she may teach in the CHS Program.
N.B.: Teachers must have a master's degree in the content area, master's equivalency, or master's degree in education, which includes the equivalent of 18 semester hours of advanced training in the relevant subject. Teachers must also have three years' experience in teaching at the high school level. Supplemental credential materials may also be required. Associate Academic Dean, Dr. Mary Theresa Hall, and CHS Program Coordinator, Justin Gregorich, will review each applicant's credentials.
- 2.) Encourage faculty liaison members to attend the CHS Program Orientation meeting in May and to meet occasionally with the CHS partner-teacher.

Each subject has a College liaison faculty member to assist the CHS teachers.

Thiel College faculty liaison members will:

- 1.) Attend the CHS Program Orientation meeting in May.
- 2.) Provide the CHS teacher with a course syllabus, relevant quizzes, tests, mid-term and/or final exams, and assessment tools (textbooks are the same as the one required by the Thiel College course instructor, and purchase of the books is the responsibility of the student and/or school district).
- 3.) Participate in regular discussion and collaboration with the CHS teacher in order to assure that Thiel quality standards and practices accompany the effective delivery of the curriculum.
- 4.) Strengthen professional relationships by encouraging high school teachers' and students' attendance at enrichment opportunities provided by Thiel.

Students will be charged \$280.00/Thiel course in the CHS Program.

Thiel faculty members will receive \$250.00 for sponsoring a class and \$150.00 for attending the Orientation meeting.

The class is taught in-load by the CHS teachers. They do not receive additional compensation.

Student Application for College in High School

(Note: You are to fill out and submit only one application)

Last Name: _____

First Name: _____ **Mid. Initial:** _____

Permanent Address:

City: _____ **State:** _____ **Zip:** _____

Phone Number: (____) ____ - ____ **Secondary Number:** (____) ____ - ____

High School: _____

Expected Graduation Date: Month: _____ Year: _____

Have you ever applied to Thiel College before (including the College in High School program)? Yes No

DEMOGRAPHIC INFORMATION: The demographic information collected on this side of the form is designed to provide the institution with ethnic, sex, disability and citizenship data on all applicants. The data are used by the College to respond to the requests of governmental agencies for aggregated summary information that must be provided by law. This information will not be used by the College in making admission decisions, nor will the information on individual students be released outside the University without the written permission of the student.

Date of Birth: ____/____/____ **Sex:** Male Female **US Citizen:** Yes No

Ethnicity: Black Asian/Pacific Islander Hispanic White
Native American Indian/Alaskan

Residency: Are you a resident of PA?

Yes (more than one year) Yes (less than one year) No

Is your father/guardian a resident of PA?

Yes (more than one year) Yes (less than one year) No

Is your mother/guardian a resident of PA?

Yes (more than one year) Yes (less than one year) No

Student Application for College in High School (contd.)

High School: _____

Teacher to Whom You Are **Submitting** Your Completed Application:

Please indicate the course(s) for which you are registering, the teacher, and please obtain the teacher's initials. If you need to, please get the specific course information from your teacher. Please use Thiel College Course names.

Course#1: _____ Teacher: _____

Course#2: _____ Teacher: _____

Course#3: _____ Teacher: _____

Course#4: _____ Teacher: _____

My son/daughter has my permission to enroll in the College in High School (CHS) course(s) indicated below for the school year 2018-2019. I understand that the regular tuition for each course is \$280 per 3 credit course, subject to the issuance of a tuition reduction by Thiel College, in which case a rebate will be issued. The tuition is non-refundable. I also understand that without a credit card, check or money order, my child cannot be registered in the College in High School program. A 2.5% service fee will be assessed to each credit card transaction. Students will receive Thiel College credit, which is transferable to other universities, depending upon their transfer policies.

Credit Card Information: _____ - _____ - _____ - _____ CVV: _____

Expiration: Month: _____ Year: _____ Billing Address: Name: _____

Street: _____ State: _____ Zip: _____

---or---

I have attached a check or money order with my son's/daughter's school and the established tuition amount per course for 2018-2019 is: _____

Tuition Remittance and Application Completion:

Tuition Amount: _____ # of Courses: _____ Total Tuition: _____

Signature of Parent: _____ Date: _____

Signature of Applicant: _____ Date: _____

Signature of CHS Teacher: _____ Date: _____