

Learn to Earn Dayton, Montgomery County Educational Service Center &
Sinclair Community College

Montgomery County Faculty Fellows Program

Preparing Teachers to Serve as Sinclair
Community College Adjunct Professors

Montgomery County Faculty Fellows Program

Objective:

To prepare high school faculty members to become qualified as adjunct college faculty in order to teach concurrent enrollment/dual credit courses in English, Mathematics, History, Political Science, and selected science areas (e.g., Biology, Physics, Chemistry) for Sinclair Community College.

Rationale:

Concurrent enrollment/College Credit Plus Courses (CCP) taken on the high school campus:

- Increase the likelihood that a student will not only enroll in college after high school graduation, but will also complete a college degree or certificate.
- Decrease the cost of tuition and fees for students completing their academic degrees.
- Provides transcribed college level coursework that transfers to ANY public post-secondary institution in Ohio.
- Allow students to show college and university admissions' offices that they have completed rigorous college coursework on their high school transcript.
- Provide students with greater flexibility when they enroll in college. Students who have earned college credits in high school are more likely to pursue a second major and participate in internships, and/or study abroad.

Available to:

Teachers who currently hold a master's degree who have an interest in taking additional graduate level content coursework in their selected content area, in order to teach concurrent enrollment/college credit plus courses at their high schools (and to become qualified as adjunct faculty members for higher education, per the Ohio Department of Higher Education requirements). To be qualified a teacher must have a Master's degree plus 18 graduate hours in the content area.

Program Emphasis:

Teachers who participate in the program will complete the required hours to reach 18 semester hours of graduate level approved content coursework. The courses delivered will be provided by a regionally accredited higher education institution that offers appropriate graduate level coursework. NOTE: Graduate hours in the defined licensure area (e.g., Biology or English) that a Faculty Fellow has already completed may be approved and applied to the 18 hour requirement.

Program Structure:

Teachers who participate will take at least six semester hours each year for three years. They will be eligible to teach courses in the school district in which they are employed, through Sinclair, upon completion of six semester hours of coursework. We will monitor to ensure continuous progress to the 18 hour requirement.

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Program Financial Benefit:

The tuition costs for the teachers participating will be covered by the teacher or by specific arrangements made between the teacher and his or her district (i.e., Tuition Reimbursement). Possible supplemental funding sources may also come from grants procured by: Sinclair Community College, Learn to Earn Dayton, Montgomery County ESC (MCESC), school districts, or other eligible organizations; IHE in-kind contributions; and/or private funding.

At this time, teachers are eligible for a \$600/semester scholarship from Sinclair Community College. This amount will be credited to your account at the Institution in which you are enrolled. This equates to a possible \$1800/per year scholarship (\$600 per term for Fall, Spring, and Summer).

Program Outcome:

The goal is to ensure every high school in Montgomery County has at least one (or more) teacher in three of the defined Faculty Fellow areas (English, Mathematics, History, Political Science, Biology, Physics, and Chemistry). The Faculty Fellow will be designated as a “college/university adjunct professor” and can offer college level concurrent enrollment/college credit coursework through CCP.

Program Enrollment Process:

- District representative should contact Shannon Cox (Shannon.Cox@mcesc.org) at the MCESC and complete the Intent to Participate Form (page 4 of this packet) **ASAP** with regards to the respective semester start in Montgomery County Faculty Fellows (MCFF). Ideally, for a spring semester start, the Intent to Participate Form must be completed in October. If you are not planning on offering a course until the following academic year, we need the Intent to Participate Form completed no later than May 1st of the current year.
- Teachers should enroll in approved graduate courses in the discipline, within a regionally accredited graduate program.
- Teachers should then contact Lori Zakel, CCP Faculty Coordinator, at Sinclair Community College (lori.zakel@sinclair.edu) and submit the information on the Confirmation of Participation Form.
 - Lori Zakel will send you a link to begin the Approval of MCFF Adjunct Status. **YOU MUST BEGIN THE APPROVAL PROCESS ASAP AFTER RECEIVING THE LINK.**
 - Lori Zakel will oversee the tracking process of the Fellows, to ensure they are making the progress required by the Fellows program.
 - Lori Zakel and the high schools' CCP Coordinator will be the SCC contact person for the Fellows program for the high schools.
- Teachers will need to submit transcripts (which show course number, name, term, grade earned and credit hours earned) to Sinclair's Human Resources Department at the conclusion of each term.
- The adjunct mentoring process that SCC has in place will apply to the Fellows.
 - Teachers will be the mentee and will be assigned a mentor from SCC.
- Teachers will follow the SCC Adjunct Handbook, handouts, and information provided to the Fellows throughout the program.

MCFF FAQs

- **Do you have to be a high school teacher in Montgomery County to participate?**
 - *No, the MCFF was started with the intention to bolster the adjunct ranks of high school teachers in the Montgomery County districts, but the program itself is open to any and all interested high school teachers, provided there is support by administration in their districts and a commitment to use Sinclair for CCP courses.*
- **If I already have 6 hours, can I participate in MCFF?**
 - *Yes, upon Sinclair's approval of your 6 semester graduate hours in the subject area to be taught and upon approval as a Faculty Fellows adjunct, you may begin teaching a CCP concurrent enrollment course.*
- **Do I have to attend a specific college in order to participate in the MCFF Program?**
 - *No, you may attend any regionally accredited university to obtain your graduate degree hours.*
- **Can I attend Sinclair to obtain my graduate level hours?**
 - *No, Sinclair is a community college and does not offer graduate level coursework.*
- **Can I be an adjunct for other colleges/universities under the MCFF Program?**
 - *No, the MCFF program is a partnership between Sinclair Community College, Learn to Earn, and the Montgomery County ESC. Sinclair, as the higher education partner, is providing the professional development, tracking of hours, mentorship, etc. within the program, thus, is the provider of the CCP course your district will be offering. You MAY be eligible to be considered an adjunct at another college/university if they also provide the ODHE requirements to be eligible.*
- **IF I am already an adjunct for Sinclair, will this program get me my Master's Degree?**
 - *No, if you are already an approved adjunct for Sinclair, you are ineligible for the MCFF Program, as you are already qualified to teach college courses.*
- **How do I pay for my tuition for my graduate level courses?**
 - *Check with your district representative. There are many types of financial arrangements offered. Some districts offer tuition reimbursement, some districts are providing stipends to the MCFF, and some districts are not providing any financial assistance.*
 - *MCES, SCC, and Learn to Earn Dayton are able to provide some tuition support. (\$600 for each of the three terms, up to \$1,800 per academic year)*
 - *Also, check with the institution you will be attending for your coursework. All institutions have scholarship and financial aid opportunities.*
- **What is the benefit for me to participate in the MCFF Program?**
 - *MCFF was started to help districts provide more opportunity for high school students to earn transcribed college credit while still in high school. The addition of high school teachers who are qualified to teach college courses adds more value to the school district and its students. Additionally, once Fellows have completed their 18 graduate hours, they could have opportunities to teach Sinclair courses at their various campuses.*
- **I have less than 6 graduate hours, is there an option for me to be in the MCFF?**
 - *YES, but you will need to complete a minimum of 6 graduate semester hours in the course content area to be eligible to teach a dual credit class. Applying to Sinclair for CCP teaching is the required first step!*

INTENT TO PARTICIPATE

To be completed by District Representative

DISTRICT NAME:	
DISTRICT REPRESENTATIVE:	
DISTRICT REPRESENTATIVE TITLE:	
DISTRICT REPRESENTATIVE SIGNATURE: (Required)	
DISTRICT REPRESENTATIVE'S CONTACT INFO:	
EMAIL	
PHONE	

TEACHERS INTENDING TO PARTICIPATE:

Teacher Name:	Teacher Email:	Best Teacher Contact Phone #:	SCC Course(s) you wish to offer with this teacher	Teacher's Building Name
<i>John Doe</i>	<i>John.Doe@anyschool.org</i>	<i>(937) 123-4567</i>	<i>MAT 1370</i>	<i>Smith HS</i>

District Reps Submit this Intent to Participate form to:

Shannon Cox, MCESC at
Shannon.Cox@mcesc.org or
 Fax (937)496-7426

CONFIRMATION OF PARTICIPATION

To be completed by individual teacher participant

DISTRICT REP NAME AND CONTACT NUMBER:	
DISTRICT NAME:	
TEACHER NAME:	
TEACHER'S CONTACT INFO:	
EMAIL	
PHONE (to best reach you)	
HOME ADDRESS	
DO YOU BELIEVE YOU HAVE 6 GRADUATE HOURS IN THE CONTENT AREA FOR WHICH YOU ARE SEEKING ADJUNCT STATUS?	YES / NO If yes, from which college/university did you obtain the 6 graduate hours, and what are the course names?
HAVE YOU TAUGHT COLLEGE CREDIT BEARING COURSES IN THE CONTENT AREA FOR WHICH YOU ARE SEEKING ADJUNCT STATUS?	YES / NO If yes, at which college/university did you teach credit bearing courses, in what year, and which courses did you teach?
IN WHICH GRADUATE PROGRAM ARE YOU ENROLLED/ PLANNING TO ENROLL?	
WHAT SEMESTER WILL YOU BEGIN TAKING GRADUATE COURSES?	
IN WHICH AREA OF DISCIPLINE OF PROGRAM ARE YOU ENROLLED?	

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Teachers submit this Confirmation of Participation form
to: Lori Zakel, Sinclair CCP Faculty Coordinator

Lori.Zakel@sinclair.edu