

A Crash Course: *How College in the Schools Works*

University of Minnesota–Twin Cities

1. **High school teachers apply to teach the University course(s); CIS courses are taught as part of the regular teaching load during normal school hours.** Teachers must meet selection criteria established by the relevant University academic department and CIS staff. CIS and the sponsoring University academic department select and prepare high school teachers to teach through CIS.

Teachers accepted into CIS are appointed as Teaching Specialists in the College of Continuing Education and have full access to University libraries and facilities.

See the CIS Web site at www.cce.umn.edu/cis to view teacher qualification requirements for each CIS course. You can also download an applicant handbook that includes forms and instructions for applying.

2. **Continuous support provided to CIS teachers at no additional cost to teachers or schools.** With input from CIS teachers, the University faculty coordinator for each teacher cohort plans and delivers discipline-specific workshops for CIS teachers. CIS teachers ordinarily participate in a minimum of three days of workshops each year, at no additional cost to the teachers and schools. Teachers are required to participate in the workshops for their entire tenure with CIS. University faculty also mentor teachers through email, phone conversations, and classroom visits. Several teacher cohorts also sponsor password-protected Moodle resource sites.
3. **The CIS course is a University of Minnesota course.** All courses offered through CIS are U of M courses that are approved for degree credit through the regular university processes; all are available on the U of M campus to all qualified students.

Because the courses are University of Minnesota courses, CIS courses use the same or comparable texts as are used on the University campus. CIS teachers also use the same or similar syllabi (adapted to high school schedules) and the same or similar assessments and pedagogy as are used in the on-campus courses.

4. **Dual credit earned by students.** High school students enrolled in University courses through CIS earn high school and University of Minnesota credit simultaneously. They are registered at the University of Minnesota-Twin Cities; grades and credits earned are recorded on official University transcripts as well as on their high school transcripts.

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5. **Student qualification requirements.** Students must be high school juniors or seniors who meet the class rank, and/or other requirements stipulated by the University academic department sponsoring the CIS course. Occasionally, students are admitted to CIS courses on the basis of a strong recommendation by the instructor.

Note: CIS allows a limited number of students to register in a CIS course for high school credit only. CIS requires that 75% of the students in a CIS course be registered for University credit. This requirement is intended to keep the daily discourse of the class at the University level.

6. **Costs.** In 2011-12, the charge for CIS is \$145 per student per course. Note that CIS charges on a per-course basis, not a per-credit basis.

State law requires postsecondary institutions to bill schools, not students, for CIS costs; high schools are also not allowed to bill students for CIS costs. Some of our established CIS high schools ask parents to contribute *voluntarily* to help cover the expense of offering a U of M course through CIS; some schools, through groups such as academic booster clubs, language clubs, etc., fundraise to cover CIS costs. Schools cannot prevent a qualified student from taking the class on the grounds that s/he did not contribute to the cost of the class. Schools receive partial reimbursement for costs related to offering courses through U of M's CIS program.

Schools also pay for:

- Text books and materials for students. (Our U of M faculty coordinators are keenly aware that high schools cannot purchase new books frequently; text changes in CIS courses are ordinarily minimal.)
 - Substitute teachers to cover CIS teachers' classes on CIS workshop days and on student field days (3-4 days a year, total). Note: CIS requires students in only 5 courses to participate in on-campus field days; students in all U of M - CIS courses are strongly encouraged to participate in field days. See the CIS online administrative handbook to learn which field days are required (<http://www.cce.umn.edu/College-in-the-Schools/Student-and-Administrative-Resources/index.html>).
 - Transportation costs for students attending the campus student field days at the U of M.
7. **Benefits to students, teachers, and schools.** Please see the CIS Web site at www.cce.umn.edu/cis for a list of participating schools, a list of benefits CIS offers all participants, and the outcomes of research and evaluation of the CIS program. Responses to surveys and institutional data collected at the University indicate that CIS effectively prepares students for college, re-energizes teachers, and strengthens schools' curricula.
 8. **University credits earned through CIS are recognized coast to coast.** Over the past seven years, annual survey results have consistently shown that 92%-97% of respondents who sought to have their U of M credits earned through CIS recognized by other colleges or universities were successful. Credit recognition means that credits were counted toward graduation requirements and/or students were exempted from required courses and/or students were given advanced placement in a subject—all as a result of their earning U of M credit through CIS.