Ohio Dominican University



Project JumpStart Dual Enrollment 2012-13 Handbook

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Ohio Dominican University Dual Enrollment Program Project JumpStart

Program Context

The Ohio Dominican University dual enrollment program was piloted in the 1992-93 school year with the Advanced Expository Writing class at St. Francis De Sales High School. Since that time the program has grown from 1 class with 24 enrolled students



to 16 participating high schools, 51 course sections, 40 high school faculty and enrollment of almost 400 individual students. This program offers students an opportunity to experience college level expectations by challenging them to attempt a rigorous academic curriculum and earn college credit by enrolling in selected advanced-level courses taught by highly gifted and motivated high school teachers.

Students who successfully complete their dual enrollment courses will receive their grade on an Ohio

Dominican University transcript and earn credit towards a degree at Ohio Dominican University. Students who elect to attend another college or university and wish to transfer the credits earned from Ohio Dominican University must contact the Ohio Dominican University Registrar to send their transcript to the college or university they have elected to attend. Students should always contact the college or university they plan to attend to verify transferability of the credits.

The Ohio Dominican University Project JumpStart program offers courses on high school campuses taught by high school faculty, approved by the respective Ohio Dominican University department. All Project JumpStart instructors hold the position of Volunteer Adjunct Faculty at Ohio Dominican University.

Ohio Dominican University is fully accredited by the Higher Learning Commission of the North Central Association of Colleges and School. The Ohio Dominican University Project JumpStart dual enrollment program was the first university in Ohio to gain the accreditation by the National Alliance of Concurrent Enrollment Programs (NACEP).



Project JumpStart Policies and Procedures



Faculty

Qualifications

A high school teacher who decides to purse becoming an affiliated instructor in the Ohio Dominican University (ODU) dual enrollment program should hold a master's degree in the subject area of the course(s) they propose to offer for Project JumpStart. Teachers who have a master's degree in a field other than the subject they are offering may qualify if they have acquired a minimum of 18 hours of graduate credit and other specialized preparation in the relevant subject field. The high school teacher will also be required to submit a letter of recommendation from their principal, a copy of their teaching certificate and official transcripts. Currently ODU is working with the Ohio Board of Regents on clarifying the state's definition of qualified faculty.

<u>Application Process</u>

The Ohio Dominican University Coordinator will work with high school principals and/or guidance counselors to identify high school courses and teachers for participation in Project JumpStart and invite them to apply. Teachers may also initiate this process by completing and submitting the teacher application found at the end of this handbook.

The process begins with the teacher application (see sample forms and directions at the end of this document). The Coordinator of the dual enrollment program will initially review the application materials for minimal requirements and then forward the packet to the appropriate departmental coordinator. Once decisions are known, Project JumpStart will confirm with applicants in writing. A list of approved faculty is then sent to the Director of Human Resources.

Once the teacher has received approval from the appropriate department at Ohio Dominican, the teacher will then receive an electronic copy of the course syllabus they will be teaching. Instructors considering course timeline and additions (given high school students have more seat time than the on campus students) shall submit proposals for review and approval to the Ohio Dominican faculty representative no later than three months prior to the date the course will first be offered.

Site Visits by Departmental Coordinators

The Faculty Coordinator will arrange a site visit during the first academic year and then every other year thereafter. The purpose of these meetings is to become acquainted (with new faculty), observe the teacher in the classroom, discuss course materials, discipline-specific requirements and Ohio Dominican's departmental assessment

expectations. The Faculty Representative may make suggestions occasionally for the purpose of contributing to the high school instructor's success in meeting departmental expectations. Faculty Representatives are also responsible for facilitating course assessments within their respective disciplines and may use the site visits to communicate assessment strategies to high school instructor and assist in their implementation.

Program Benefits

All of the academic divisions at Ohio Dominican that participate in the dual enrollment program offer a combined, annual on-campus faculty training session. This annual session is mandatory for both new and returning instructors. All dual enrollment instructors must have already completed the application process certifying that they meet the same hiring standards as ODU adjunct faculty before they are invited to attend the workshop and subsequent professional development sessions. For any high school faculty who are unable to attend the workshop, arrangements are made for the delivery of workshop materials and an individual appointment is scheduled with the ODU faculty mentor.

The purpose of the roundtable discussions is multifaceted. Discussions begin with a presentation of the learning outcomes of the ODU core curriculum. This framework then allows each discipline to focus their discussion on how each course must support the stated outcomes thereby ensuring consistency between our high school and oncampus sections. While academic freedom is extended to each of the high school instructors; each instructor is held accountable for meeting the prescribed learning outcomes. This leads to the final discussion of the day which centers around course assessment, including submission dates and training on how to submit a course assessment packet.

Students

Eligibility

Students must have a minimum 3.0 cumulative gpa **OR** a 2.75 gpa and at least an ACT score of 20; they must have parent and principal/counselor permission. Students are required to submit an application and registration form with official high school transcripts. All prerequisite course requirements must also be successfully completed.

Enrollment

Students can obtain the Project JumpStart application and registration form either from the high school or from the ODU website. The student must complete the application including student and parent signature, complete the registration form indicating the course(s) to be taken with the teacher/counselor signature, and submit an official high school transcript.

Enrollment in Project JumpStart is not a high school activity and is not required. Students may be enrolled in the advanced high school course and not in Ohio Dominican University's Project JumpStart Dual Enrollment program. If the student drops the high school course, he/she must also drop the Ohio Dominican University course by the deadline stated on the enrollment form for a refund of tuition. If a student withdraws from the ODU course after the deadline, a refund will not be granted. Failure to follow withdrawal procedures will result in a grade of "F" on the transcript. Enrollment in Project JumpStart does not translate into application and admission to Ohio Dominican University as a full-time student after high school. Dual enrollment students who are interested in attending ODU after high school graduation should contact the ODU Admissions Office.

Student ID

The Panther ID card is available to all registered Project JumpStart students. The ID provides full student privileges for the library, sporting events and access to other student activities on campus.

Computer Access and ODU E-Mail Accounts

All Project JumpStart students are issued a free Ohio Dominican University student e-mail account once they are registered. Students will be sent the ODU New Student Quick Start Guide with instructions on how to activate and use the e-mail account. All questions regarding the e-mail system should be directed to the ODU Helpdesk at 614.253.3633.

Student Cost

The cost for Diocesan school students is \$65 per credit hour. The cost for all public high school students is \$75 per credit hour.

Dropping A Course

If a student doubts that they will be able to complete a course with a satisfactory grade, they should consult with the high school teacher about the option of dropping the course. If the student decides to drop the course from their college level experience, he or she must inform the Registrar at Ohio Dominican University of the intention to drop. This intention must be communicated by completing the drop form by the posted deadline. If the ODU college course is not dropped, and the student fails the course, a grade of "F" will appear on the transcript. Dropping the high school course does not automatically drop the ODU course.

Transfer of Credits

If a student chooses to attend Ohio Dominican University after graduation, he or she does not need to take any additional steps to have the dual enrollment credit transferred to their degree program. The application of dual enrollment credit towards degree requirements will be automatic. The course will count in the same area as the oncampus equivalent and the grade will become part of the student's GPA calculations.

If the student chooses to attend elsewhere after graduation, he/she will need to request that an official ODU transcript be sent to the college or university that they plan to attend. ODU does not send transcripts without the students' <u>written</u> request. The students official ODU transcripts may be obtained from the Registrars Office. The request must be in writing. The Transcript Request Form is available in the Registrars Office (ER 145) or on the ODU website.

The acceptance of transfer credit is at the discretion of the receiving institution. College policies vary in regard to transfer credit. It is sometimes helpful to have the course description and the course syllabi available when meeting with the college official who will make the decision about transfer of credit. If at all possible, students should contact the registrar at the colleges or universities they are considering attending prior to enrolling in Project JumpStart courses.

Most schools that accept Ohio Dominican University Project JumpStart credit will do so in one of three ways: the hours will count towards the total hours required for graduation from that institution; the course will replace a course required in the general education curriculum; or the course will replace a course required in a major or minor at the accepting school. It is important that the student clarify this information as soon as he/she knows which school he/she will be attending.

If a student is denied transfer credit, they should talk with the academic advisor first. Then ask the Registrar what the school's policy is about college credits earned at other institutions. Be aware that some colleges make decisions about credit at the departmental or even faculty member level. Talking to the right people will make the difference. Nearly all colleges have some kind of appeals process. Even though the student will be a new member of the academic community, they have the right to exercise this option.

Requesting Transcripts

Transcript requests must be in writing and signed by the student. The requests are normally processed within three to five business days. Standard delivery of transcripts is by U.S. Mail first-class.

Students should provide the following information when ordering transcripts:

Printed complete name of student including any former names

- Social Security Number
- The student's signature on the written request
- · Current address and current daytime telephone number
- Date of Birth
- Dates of Attendance
- Number of transcripts requested and complete address as to where the transcript should be mailed.

Fees

The transcript fee is **\$3.00 per copy.** Transcript requests sent by mail must include payment in the form of check or money order made payable to Ohio Dominican University.

Official Transcripts

Official transcripts mailed to students will be placed in a sealed envelope and will be stamped "Issued to Student".

For security reasons, we do not recommend the faxing of transcripts. However, a student wanting to have a transcript faxed must give the Registrar a written, signed request and designate the fax number to which the transcript is to be faxed. The University will fax only unofficial transcripts.

A student's account must be clear of all fines and fees before a transcript will be sent.

Students can download the transcript request form by going to www.ohiodominican.edu. Choose Academics, select Registrar, then select Transcript Request form.

Courses Offered

There are currently more than 20 courses offered through the Project JumpStart Dual Enrollment Program. A school's ability to offer courses depends entirely on the qualification of its staff members and the administration's decision to allow qualified instructors to offer the courses. A school may offer any of the following courses.

Accounting

ACT 210: Accounting for Financial Decision Making 3 credits

A study of basic concepts and fundamentals underlying the measurement, valuation, analysis and communication of financial accounting information to external users for decision making and problem solving.

Biology

BIO 105 Principles of Human Anatomy and Physiology 3 credits

A survey of the morphology and function of the human body. The intent of this course is to provide each student with the intellectual competence to manage his/her own health concerns; laboratory included. Prerequisite: one year high school biology.

Business

BUS 220 Principles of Marketing 3 credits

An introduction to the process of creating and fulfilling consumer and organizational needs through strategies involving the conception, pricing, promotion, and distribution of ideas, goods, and services in a market economy.

Chemistry

CHM 109 General Chemistry I 4 credits

Foundations of chemistry for Science majors. Topics include atomic structure, chemical bonding, stoichiometry, phases of matter, chemical energetics, molecular geometry; includes laboratory. Prerequisite: One year high school chemistry with at least a B grade and Algebra II.

English Language and Literature

ENG 110 College Writing I 3 credits

This course emphasizes the strategies students need for writing and thinking across the curriculum. By practicing writing strategies such as argumentation, researched writing (or writing with sources), summary, analysis, comparison and contrast, definition, students will build the skills needed to succeed as college writers. Each section will focus on a specific theme. Themes from previous classes have included the following: American identity, family, love, the politics of food, Native American culture and biography.

ENG 213 Literary Discourse 3 credits

This course focuses on the various modes and methods of reading essential to the discipline of English. Students will gain an understanding of the terminology appropriate to a wide range of critical approaches: formalist, historicist, reader-response, and feminist, among others. Special attention will be given to the close reading of a variety of genres, a valuable skill with broad and interdisciplinary applications. Recommended for English majors. Prerequisites: Interested students should meet with their dual enrollment instructor or guidance counselor to discuss preparedness. Several criteria will be taken into account; PSAT scores, overall gpa, and performance in previous English courses.

Finance

FIN 110 Personal Finance 3 credits

This course gives students a practical, down-to-earth introduction to sound money management. It explores the real-life problems that students will face, and trains them to solve those problems. Students will develop the skills needed to deal with housing, insurance, investments, budgeting, the workplace, retirement, smart shopping, borrowing and more.

French

FRN 110 Elementary French I 3 credits

Introduction to the fundamentals of the French language with intensive practice in listening, speaking, reading, and writing skills. Use of authentic materials, tapes, and videos.

FRN 111 Elementary French II 3 credits

Continuation of French I. Prerequisite: FRN 110.

History

HST 201 American History I 3 credits

An analysis of the colonial heritage of the United States, the causes and consequences of the American Revolution, the political, social, and economic development of the new nation through the Civil War and its aftermath.

HST 202 American History II 3 credits

An analysis of the rise of big business, the labor movement, the emergence of the United States as a world power; the Progressive Reform movement; World War I, the Great Depression, World War II and the Cold War era. Prerequisite: Successful completion of HST 201.

Latin

LAT 111 Elementary Latin II 3 credits

Continuation of Latin grammar; vocabulary development with emphasis on Latin roots in English; introductory readings from classical and/or ecclesiastical writers. Prerequisite: LAT 110 or Latin placement test.

Mathematics

MTH 140 Introduction to Statistics 3 credits

An introduction to the basic concepts and computations used in statistical analysis as well as their application to problems in other disciplines, especially biology, business, education, and social sciences. Topics include the description of data graphically and numerically, the collection of data via samples and experiments, and the process of drawing inferences or conclusions from data.

The laboratory component of the course emphasizes conceptual understanding, interpretation of statistical quantities, and written/oral communication and will require the use of mathematical software. Prerequisite: Math 102: Beginning Algebra (the equivalent to a second year of algebra).

MTH 240 Calculus I 4 credits

Topics include relations and functions, limits, continuity, derivatives, Mean Value Theorem, extrema, curve sketching, related rates, differentiation of exponential, logarithmic, and trigonometric functions, introduction to Integral Calculus, the fundamental theorems of Calculus, elementary methods of integration, and applications. The laboratory component of the course emphasizes mathematical modeling, problem solving, and written/oral communication and will require the use of graphing calculators and mathematical software. Prerequisite: Precalculus (Please read the course description for ODU's Math 160 for more details).

MTH 241 Calculus II 4 credits

Topics include a continuation of Integral Calculus, integration techniques, integration of exponential, logarithmic, trigonometric, inverse trigonometric, and hyperbolic functions, applications of integration, indeterminate forms, improper integrals, parametric curves, polar coordinates, series and sequences, and applications. The laboratory component of the course emphasizes mathematical modeling, problem solving, and written/oral communication and will require the use of graphing calculators and mathematical software. Prerequisite: Calculus I.

Physics

PHY 119 College Physics I 4 credits

PHY 119 is an algebra-based study of mechanics: translational and rotational motion, the laws of conservation of energy and momentum, hydrostatics and hydrodynamics, and basic thermodynamics; includes laboratory. Prerequisite: Precalculus.

PHY 120 College Physics II 4 credits

An algebra-based study of electricity and magnetism, optics, introductory modern physics, and simple harmonic motion and waves; includes laboratory. Prerequisite: Precalculus.

Psychology

PSY 100 Introduction to Psychology 3 credits

A survey course on the basic principles of psychology and their applications to human behavior and social problems. Multiple perspectives emerging from different philosophical and socio-historical contexts are used to examine domains of human thought and behavior. Topics include research methods, human development, gender differences, learning and cognition, psychobiology, motivation, personality, abnormal behavior, methods of treatment, and the impact of social situations and culture on behavior.

Spanish

SPN 110 Elementary Spanish I 3 credits

Development of communicative competency with an emphasis on comprehension and speaking skills. Cultural content and grammatical structures introduced by text, webbased, and multimedia instructional materials. Intended for beginning level students.

SPN 111 Elementary Spanish II 3 credits

Continuation of SPN 110 presenting more complex grammatical structures and broader communicative competencies. Prerequisite: SPN 110 or placement by Literature and Language Division placement measure.

SPN 212 Intermediate Spanish 3 credits

Grammar review with emphasis on the culture of the Spanish speaking world. Students will be expected to practice grammar structures while using them in culturally contextualized speaking, writing, reading, and listening activities. Prerequisite: SPN 111 or consent of instructor.

Project JumpStart

Contact Information

Administrative Staff: Please feel free to contact the following people with general questions about the program, teacher application process, student application process, or course application process/status. Pam works primarily with faculty coordinators, teachers and principals while Kim works primarily with students and parents.

Pamela Allen Coordinator 614.251.4289 allenp2@ohiodominican.edu Kim Grilli Admissions 614.251.4502 grillik@ohiodominican.edu

Departmental Coordinators: Please become comfortable with your respective departmental coordinator. They should be in contact with you during the semester and are your source for answers to curriculum and assessment related questions.

Business:

Tony Emanuel 614.251.4559 emanuela@ohiodominican.edu

Biology:

Dr. John Thistlethwaite 614.251.4366 thistlej@ohiodominican.edu

Chemistry:

Dr. Dinty Musk 614.251.4653 muskd@ohiodominican.edu

English:

Dr. Martin Brick 614.251.4519 brickm@ohiodominican.edu

French:

Dr. Bruce Gartner 614.251.4604 gartnerb@ohiodominican.edu

History:

Dr. Kate Riley 614.2514628 rileyk@ohiodominican.edu

Latin:

Dr. Bruce Gartner 614.251.4604 gartnerb@ohiodominican.edu

Math:

Dr. Ron Zielke 614.251.4655 zielker@ohiodominican.edu

Physics/Statistics:

Dr. James Cottrill 614.251.4696 cottrilj@ohiodominican.edu

Psychology:

Dr. Anne Crimmings 614.251.4686 crimmina@ohiodominican.edu

Psychology:

Dr. John Marazita 614.251.4687. marazitj@ohiodominican.edu

Spanish:

Dr. Manuel Martinez 614.251.4671 martinem1@ohiodominican.edu

OHIO DOMINICAN



Dual Enrollment Teacher Application Process

Ohio Dominican University Project JumpStart Attn: Pamela Allen 1216 Sunbury Road Columbus, OH 43219

The following checklist is provided for your convenience. This sheet addresses the documents required and the process to follow in making application to serve as an Instructor in the Ohio Dominican University Dual Enrollment Program.

 Teacher Application Form – Personal information, educational background, teaching experience and a resume.
 Official transcript(s)
 Copy of teaching certificate
 Letter of Recommendation from the high school principal

After the Program Coordinator has reviewed the application materials for completeness, the packet is sent to the Undergraduate Dean and the appropriate University departmental coordinator. Based on the academic qualifications of the applicant and the materials submitted, the Faculty coordinator will determine the applicant's eligibility and the candidate will be notified.

Applicant's should return completed forms and recommendations by mail to:

Pamela Allen, Coordinator, Office of P-16 Partnerships Ohio Dominican University Dual Enrollment Program, 105 Erskine 1216 Sunbury Road Columbus, OH 43219 614.251.4289



Project JumpStart Dual Enrollment Teacher Application

Return Completed forms to: Pamela Allen, Coordinator Ohio Dominican University 1216 Sunbury Road Columbus, OH 43219

Dr. Mr. Mrs. Ms.						
Rev. Sr.	Last		First		MI	
Social Se	curity Numl	oer				
High Sch	ool Name					
Address						
		City		State	Zip	
Phone N	umbers	Work				
		Home				
		Cell				
E-mail ac	ddress					
Discipline	e in which y	ou are applying to	teach			
EDUCATION	ON					
Institution		Address	Yrs Attended	Major	Degree	Grad Yr
Institution		Address	Yrs Attended	Major	Degree	Grad Yr
Institution		Address	Yrs Attended	Major	Degree	Grad Yr
TEACHIN	G EXPERIEN	CE				
Institution		Address	Positio	n	Subject	Dates
Institution		Address	Positio	n	Subject	Dates
Institution		Address	Positio	n	Subject	Dates
I certify t	hat the info	rmation listed on th	is application is ac	curate.		
 Signature					Date	