

**Dual Credit Instructor  
Master's Degree Incentive Program**

*Conditional authorization for dual credit instructors working toward graduate credentials*

**Program Description**

Program provides tuition assistance to high school instructors interested in pursuing graduate degrees that will qualify them to teach dual credit course(s) sponsored by College of Eastern Idaho. Accepted participants will be granted conditional approval to teach approved dual credit courses while simultaneously enrolled in and making satisfactory progress toward an approved master's degree credential. Space is limited.

**Eligibility**

- Currently teaching high school in Eastern Idaho.
- Have a minimum of one year experience teaching the subject applicable to the dual credit course that will be taught.
- Teach at least one dual credit course per year in the same discipline as the graduate program.
- Endorsement from high school principal and/or district administrator.

**Process**

- Teacher completes online [Interest Form](#)
  - ECP director will contact teacher to review program details and discuss potential course alignment and program eligibility.
  - If compatibility is established, teacher provides pre-application to be reviewed by CEI department (resume, transcript, and letter from principal).
- After pre-approval is granted by department, these steps follow:
  - Teacher must apply and be accepted into an applicable & approved graduate program.
  - Teacher must submit an official application to the CEI Human Resources online system and be hired as a CEI dual credit instructor.
  - CEI, program participant, and high school administrator will sign a contractual agreement outlining expectations of all parties.

**Tuition Assistance**

- In lieu of the dual credit teaching stipend, CEI will provide \$3,000 annually in tuition assistance to the approved instructor.
  - Payment can be made in one semester or split into two payments. Individual payment arrangements will be made with each instructor based on their established graduate studies course plan.

- Participant is required to use tuition assistance to pay graduate tuition, fees and other expenses (lab fees, textbooks, taxes, etc.). If the participant chooses to participate in a graduate school where the cost exceeds the amount provided by CEI, remaining charges are their sole responsibility.

### **CEI Responsibilities**

- Enhanced supervision will be provided from the sponsoring CEI department.
  - Department will provide on-going support to graduate DC instructor in the form of enhanced faculty mentorship.
  - Department assigned mentor will perform regular classroom check-ins during terms of dual credit course instruction (at discretion of the mentor).
  - Department assigned mentor will conduct regular check-ins through various communication channels during terms of dual credit course instruction (at discretion of the mentor).
- CEI Early College will administer all administrative functions of the program including but not limited to:
  - Provide initial and on-going training to the instructor (at the discretion of the Early College director)
  - Work with CEI Human Resources to arrange for tuition assistance payments to be made directly to program participant based on graduate course plan arrangements.
  - Early College director will review and approve annual satisfactory progress reports and make recommendations to departments for the instructor to continue participation in the program.
  - Maintain records of all mentorship, training, and payments.
  - Maintain records of all courses, classroom observations, and evaluations.

### **Participant Responsibilities**

- Program participants will be granted conditional approval to teach approved dual credit course(s) while making satisfactory progress toward an approved graduate degree.
- Satisfactory progress toward degree/goal:
  - Participant will complete a minimum of 6 graduate credits per academic year toward a master's degree in the discipline for which they are teaching dual credit.
  - Academic year is defined as summer, fall or spring semesters.
  - If participant has previously earned a master's degree, they will complete a minimum of 6 credits per year toward the goal of a graduate certificate or 12 graduate credits in the discipline for which they are teaching dual credit. At the point 12 graduate credits is accomplished, program participant can elect to remain in tuition assistance program for the remainder of their credential or apply as a fully approved dual credit instructor and thus switch over to the standard teaching stipend.
- Participant must communicate degree progress with Early College director annually.
  - Progress plans must be submitted by May 15<sup>th</sup> each year. Plans should include unofficial transcripts showing courses/credits completed and a plan for courses/credits to be completed the following year.

- Participant is expected to remain in good academic standing with the university and graduate school.
- Participant is required to teach at least one dual credit course per year in the same discipline as the graduate program.
- Participant is required to actively participate with CEI mentorship including attending trainings, scheduling classroom visits, and adhering to all CEI Early College policies and procedures.
- Non-compliance with terms of agreement will void eligibility and teacher will be removed from the program and CEI dual credit teaching authorization will be revoked.
- Other terms will be covered in annual contact signed by CEI, teacher, and high school administrator. CEI reserves the right to alter contracts on an annual basis.