



# LIAISON ONBOARDING



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EVENTS**

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Course #		Course Name
ACC	1150	Fundamentals of Business Math
AET	1130	Applied DC Theory
	1135	Applied DC Theory Lab
	1140	Applied AC Theory
	1145	Applied AC Theory Lab
	1150	Industrial Logic
	1155	Industrial Logic Lab
ART	1400	Graphic Computer Applications
AUT	1000	Survey of Automotive Technology
	1110	Brake Systems
	1130	Engine Repair
	1160	Automotive Electrical Systems
	1170	Engine Electrical Systems
	1210	Suspension & Steering Systems
AVSC	1230	Engine Performance
	1010	Survey of Aviation Science
	1100	Ground 1 - Private
	1120	Basic Aircraft Systems
	1410	Aeronautical Knowledge for Small Unmanned Aircraft Systems
	2110	Aviation Weather
	2130	Aviation Safety
CA	2150	Air Transportation Management
	1000	Culinary Basics
	1140	Professional Dining Room Services
	1160	Culinary Math
CAW	1490	Food Service Sanitation
	140R	Millwork Technology
CJ	1010	Introduction to Criminal Justice
	1330	Criminal Law
	1340	Criminal Investigations
	1350	Introduction to Forensic Science
CMGT	1190	Concrete & Framing Lab
	1220	Finishing Lab
COMM	1020	Public Speaking
	1050	Introduction to Speech Communication
	1500	Introduction to Mass Communication
	2110	Interpersonal Communication
CRT	1110	Surface Preparation
	1120	Nonstructural Repair
	1130	Overall Refinishing & Problem Solving
	1140	Panel Replacement & Adjustment
	1210	Blending Tinting & Detailing
	1230	Welding & Cutting
CS	1030	Foundations of Computer Science
	1400	Fundamentals of Programming
	1410	Object Oriented Programming
	2420	Introduction to Algorithms & Data Structures

Course #	Course Name	
DGM	1110	Digital Media Essentials I
	1520	Corporate & Documentary Production
	1610	Scripting for Animation & Games
	1620	Survey of Animation
	1645	Mixed Reality Essential
	1660	Introduction to 3D Modeling & Surfacing
	2120	Web Essentials
	2130	Digital Audio Essentials
	2210	3D Modeling & Animation Essentials
	2740	Web Design
DMT	1510	Electrical Systems I
	1110	Diesel Engine Overhaul
	1120	Diesel Engine Operation Tune
ECE	1000	Introduction to Electrical and Computer Engineering
EGDT	1020	3D Architectural Modeling
	1040	Applied AC Theory
	1070	3D Modeling Inventor
	1071	3D Modeling Solidworks
	1090	Introduction to Architectural Drafting & Design
ENVT	1000	Introduction to Environmental Management
ESEC	1013	Emergency Medical Response
	1140	Emergency Medical Technician Basic
ESFF	1000	Introduction to Emergency Services & Ability Testing
	1120	Principles of Fire & Emergency Services Safety & Survival
ESFO	1100	Fire Behavior and Combustion
FIN	1060	Personal Finance
HLTH	1200	First Aid
	1300	Medical Terminology I
HM	1010	Introduction to Hospitality Industry
IM	1010	Basic Computer Applications
	2010	Business Computer Proficiency
	2800	Integrated Software Products
INFO	1100	E-Commerce Techniques for Small Business
	1120	Information Systems & Technology Fundamentals
	1200	Computer Programming I for IS/IT
	2420	Web Application Design
IT	1510	Introduction to System Administration Linux/UNIX
	1600	Computer Architecture & Systems Software
	1700	Cyber Security Essentials
MGMT	1010	Introduction to Business
	1250	Principles of Leadership
MKTG	220G	Written Business Communication
NUTR	1020	Foundations of Human Nutrition
TECH	1050	Manufacturing Processes and Systems

CTE

Course #	Course Name	
ANTH	101G	Social/Cultural Anthropology
ART	1010	Introduction to Visual Arts
	1020	Basic Drawing for Non-Majors
	1050	Photography I
ARTH	2720	History of Art from the Renaissance
ASL	1020	Beginning American Sign Language II
	2010	Intermediate American Sign Language I
ASTR	1040	Elementary Astronomy
BIOL	1010	General Biology
	1610	College Biology I
	1620	College Biology II
BTEC	1010	Fundamentals of Biotechnology
CHEM	1010	Introduction to Chemistry
CHIN	1020	Beginning Chinese II
	2010	Intermediate Chinese I
	3116	Exploring China Past/Present and You
	3117	Chinese Legacies: Tradition and Modernity
DANC	3118	Chinese Popular Culture
	141R	Introduction to Modern/Contemporary Dance
ECON	1010	Economics as a Social Science
EDEL	1010	Introduction to Education
ENGL	1010	Introduction to Academic Writing
	2010	Intermediate Writing/Academic Writing & Research
	2200	Intro to Literature
ENTR	2500	Creativity and Entrepreneurial Thinking
	1020	Beginning French II
	2010	Intermediate French I
	3116	Adventure & Discovery - Journey through the French World
FREN	3117	Francophonie: Past, Present, and Future
	3118	Paris City of Lights
GEO	1010	Introduction to Geology
GERM	1020	Beginning German II
	2010	Intermediate German I
HIST	1700	American Civilization
HUM	1010	Humanities through the Arts
JPNS	1020	Beginning Japanese II
	2010	Intermediate Japanese I
MAT	1010	Intermediate Algebra
	1030	Quantitative Reasoning
MATH	1050	College Algebra
	1060	Trigonometry
METO	1010	Introduction to Meteorology

Course #	Course Name	
MUSC	1010	Introduction to Music
	1030	American Popular Music
	1100	Fundamentals of Music
	1110	Music Theory
PES	2400	Sports Injuries
PHSC	1000	Survey of Physical Science
PHIL	2050	Ethics & Values
	205G	Ethics & Values
PHYS	1010	Elementary Physics
POLS	1100	Introduction to Political Science
	2200	Introduction to Comparative Politics
PORT	3116	Navigating Identities of the Portuguese Speaking World
	3118	Portuguese Popular Culture
PSY	1010	General Psychology
	1100	Human Development: Life Span
SOC	1010	Introduction to Sociology
	1200	Sociology of the Family
SLSS	101R	Student Success Topics
SPAN	1020	Beginning Spanish II
	2010	Intermediate Spanish I
	3116	Pop Culture- Film/Medical/Entertainment
	3117	Breaking Down walls, Building Identities
	3118	Literature & Film-Contemporary Issues
STAT	1040	Introduction to Statistics
THEA	1013	Introduction to Theater
	1023	Introduction to Film

Course  
Classifications to  
determine instructor  
qualification requirements

ACADEMIC

# REVIEWING APPLICATIONS

Application Seasons: Fall & Full Year Courses: Jan - June | Spring: Sept - Nov

## ACADEMIC

- A Master's Degree or higher in the CE course's academic field
- A Master's Degree or higher in any Academic field and at least 18 completed credit hours of graduate course work in an academic field that is relevant to the CE course
- Qualifying experience, as determined by the institution of higher education

## CTE

- A degree in the course's Academic field
- A certificate in the course's Academic field
- Industry certification in the course's Academic field
- Qualifying Experience

## MATH

- Level 4 Mathematics endorsement and a Bachelor's Degree in Math or Math Ed
- A Master's Degree in Math or Math Ed
- A Master's Degree or higher in Math or Math Ed. and at least 18 completed credit hours of graduate course work in Mathematics

Instructor > CE Office > **Department Review** > CE Office > Instructor

**2 weeks for review**

**Approved**

**Denied**

Reply to email from CE Office that the applicant is approved

Provide a brief explanation of why denied so the applicant understands what they can work on to meet qualifications





# TRAINING NEW INSTRUCTORS

Approval letter is sent to instructor with instructions to reach out to the UVU Dept liaison to receive New Instructor Training.

**Required before the instructor can teach the course**

## Training On

- Department Expectations
- Instructional Philosophy
- Assessment Methods
- Procedures
- Syllabus
- Textbook

**Turn in the visit form to notify CE office when New Instructor Training is completed. Compensation scale for liaison is found on slide (12).**



# SITE VISITS

Required: One visit per Instructor per course, per year

A 2nd visit is optional depending on circumstances OR 2nd visit is allowed for recruitment purposes



- Receive updated Instructor lists from CE office in Aug/Sept
- Reach out to your high school instructors to schedule a time to visit their class in person
- Fill out visit form during visit, with instructor's signature
  - Form can be found at [uvu.edu/concurrent](http://uvu.edu/concurrent) under the "UVU Department" tab
  - Completed Form is sent to both the CE office AND the instructor to keep on file
  - Compensation scale for liaison is found on slide (12)

**Veteran Instructor:** After 3 years, a department can determine if the instructor is a veteran or new instructor

**Virtual Visit Exception:** Veteran instructors can be visited every other year virtually (20 min minimum)

## What a Site Visit Looks like:

- Observation
- Reviewing Syllabus
- Recruitment Visit
- Discussing Curriculum
- Providing Feedback

## Instructor Visits

### Current Instructor Visits

The purpose of the site visit is to ensure that the high school course being taught is consistent in course content, course delivery, and student assessment with the corresponding UVU on-campus course. Visits can include engaging with the students, observation, co-teaching, reviewing the instructor's syllabus, and recruitment to UVU. **One visit is required per year. Two visits are encouraged.**

\*Be aware of when the instructor is teaching the course: Fall, Spring, and/or Full-Year

### New Instructor Training Visits

After receiving approval, the instructor must be trained by the department before they can teach the course. This is a requirement set by USHE and our NACEP accreditors. In this training, the liaison should review the course curriculum, textbook, syllabus, the department's teaching philosophies, assessment methods, and any other information the department deems imperative to teaching the course. Training is encouraged to be on a one-on-one basis either in-person or virtually.

### Prospective Instructor Visits

During the application review process, the department may determine that they need to observe or converse with the prospective instructor to assist in the decision process. This can be done in person or virtually. This applies only to instructors who have submitted an application.

### Type of Visits

- In Person
  - All new instructors are required to be visited in person for the first three years.
- Virtual
  - Once you determine an instructor has reached "veteran status," visits can be made virtually via Microsoft Teams or Zoom every other year.
  - Virtual visits must be a minimum of 20 minutes long to receive compensation.

### Accepted Instructor Verification

- Instructor signature on the form (digital is accepted)
- Email [dawng@uvu.edu](mailto:dawng@uvu.edu) to submit the form with the instructor CC'd. Once the instructor responds, the visit will be processed.

### Submission

- Submit visits to Dawn Gross at [dawng@uvu.edu](mailto:dawng@uvu.edu)
  - In the subject line, please put: [Your Department] Site Visits
  - Visits can be submitted in bulk or one at a time.
  - For tracking purposes, submit forms within 60 days of the visit.

### Compensation

- Site Visits are compensated per course per instructor.
  - ex: A CE instructor teaches more than one course in your department. Liaisons can visit each course twice, per instructor.
- Compensation Rate
  - In - Person Visits: \$150 + Mileage Reimbursement
  - Virtual Visits: \$150
    - Payment can take up to 4 weeks to process
- Mileage report must be submitted within 30 days for reimbursement.

## Instructor Visit Form

Submit form to Dawn Gross at [dawng@uvu.edu](mailto:dawng@uvu.edu)

Date of Site Visit: \_\_\_\_\_ UVU Course Number: \_\_\_\_\_

UVU Liaison: \_\_\_\_\_ Instructor Visited: \_\_\_\_\_

Liaison UVID: \_\_\_\_\_ Instructor Email: \_\_\_\_\_

UVU Dept: \_\_\_\_\_ High School: \_\_\_\_\_

Visit Type: In-Person Site ☐ Virtual ☐ Length of Visit: \_\_\_\_\_

Instructor Type: Current Instructor ☐ Prospective Instructor ☐ New Instructor Training ☐

### Check if Yes:

- ☐ High school syllabus and content represent the on-campus course and syllabus.
- ☐ Text book has been reviewed and approved by department liaison.
- ☐ The content covered is equal to college classroom rigor.
- ☐ Instructor's evaluation of student's work compares to on-campus evaluation.

### Description of Visit:

### Observation Notes:

### Feedback for Instructor:

### Comments/Concerns:

CE Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

UVU Liaison Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# PROFESSIONAL DEVELOPMENT CONFERENCE

UVU CE is accredited by the National Alliance of Concurrent Enrollment Partnerships.

This accreditation requires annual professional development of high school instructors by the institution.

The UVU Concurrent Enrollment office hosts an annual conference each year in the Fall

- Departments provide a 45 minute breakout session with all of their instructors where they can:
  - Invite other faculty members to present
  - Bring in a guest speaker from the industry
  - Reach out to the instructors before the conference and ask them what they are struggling with or what topics they would like to cover
  - Invite a few instructors to present what they do in their classrooms
  - Review assignment examples or learn from each other about the different ways to do assignments
  - Discuss how to make the curriculum more applicable to a high school-age student
  - Discuss engagement opportunities outside of the classroom
  - Present on the latest research and industry trends



Compensation scale for liaison is found on slide (12).





# REVIEW SYLLABI

## Part 1:

**CE Office collects updated syllabus from liaison annually  
in Sept-Oct**

The CE office posts on their website the syllabus of the CE course for prospective CE instructors and current CE instructors to use in their classrooms

## Part 2:

### **Instructor Syllabus**

In a site visit with the instructor, liaison will review the syllabus being used in the class. Instructors can add to the department syllabus but they are instructed to not remove items.



# 504 ACCOMMODATIONS

These are the instructions that CE students and high school instructors receive for 504/IEP accommodations:

1

Complete the application for accommodations in the Clockwork Student Portal - sign in using their UVU ID/password.

2

Submit documentation either with the application or separately by emailing [accessibilityservices@uvu.edu](mailto:accessibilityservices@uvu.edu) (this can be a copy of an IEP or 504).

3

Meet with an Accessibility Counselor - schedule an appointment (virtual or in person) through the Clockwork Student Portal or call the Accessibility Services office at 801-863-8747.

**If you need more in-depth instructions, they are available on the Accessibility Services website.**



# ADDITIONAL TRAININGS

Throughout the year, there may be an additional need or opportunity to offer your high school instructors training in your discipline. The CE office is willing to offer extra support by:

- Communication to high school instructors
- Scheduling rooms
- Providing lunch/snacks
- Nametags
- Stipend

If interested, meet with the CE Senior Director to discuss proposal and budget.





# RECRUITING EVENTS

Concurrent Enrollment students are often referred to as "low hanging fruit" for departments to recruit to their programs. The CE office is here to partner with the liaison and department in these efforts (for example):

- Bringing students to campus
- Department Events
- Hosting Competitions
- Recruitment focused site visits to high school

If interested, contact the Events/Outreach Coordinator in the CE Office





# COMPENSATION

Type	Time			Total Pay
New Liaison Training	30 Min			\$55
Site Visits	1 hour			\$150
Virtual Visits	20-30 min			\$75
Professional Development Conference	Pre Conference Prep: 3 hr	Conference: 45 min	Post Conference Follow Up: 1 hr	\$250
In Person New Instructor Training	30-60 min			\$150
Virtual New Instructor Training	30 min			\$75
In Person Prospective Instructor Visit	30-60 min			\$150
Virtual Prospective Instructor Visit	30 min			\$75
Additional Trainings	Full Day			\$200
	Per Hour, up to 3 hours			\$55
Mileage	From UVU to Site, back to UVU			Per State Regulation