

# LIAISON ONBOARDING

Welcome to Concurrent  
Enrollment!



# Professional Development Coordinator

Jordan Lee

# Liaison Introduction

Name

Course(s)

How long  
you've  
been at  
UVU

Reviewing  
Applications

Training New  
Instructors

Site Visits

Professional  
Development  
Conference

Reviewing  
Syllabi

504/IEP  
Accommodations

Additional  
Trainings

Recruiting  
Events

Compensation

# COURSE CLASSIFICATION LIST

## CTE Courses

2023-2024

Includes Concurrent Enrollment and Live  
Interactive Options  
List does not include lab

2.0 GPA Requirement

Course #	Course Name	Course #	Course Name
ACC 1000	Fundamentals of Business Math	CJ 1010	Introduction to Criminal Justice
1005	Applied BC Theory	1030	Criminal Law
1008	Applied BC Theory Lab	1040	Criminal Investigations
1040	Applied AC Theory	1000	Introduction to Forensic Sciences
1045	Applied AC Theory Lab	CHMT 1100	Concrete & Framing Lab
1050	Industrial Logic	1020	Fishing Lab
1055	Industrial Logic Lab	1000	Public Speaking
1400	Digital Computer Applications	1000	Introduction to Speech Communication
1600	Survey of Automotive Technology	1600	Introduction to Mass Communication
1710	Brake Systems	2710	Intrapersonal Communication
1730	Engine Repair	1710	Surface Preparation
1800	Automotive Electrical Systems	1800	Structural Repair
1810	Engine Electrical Systems	1810	Overall Refinishing & Problem Solving
1210	Suspension & Steering Systems	1140	Panel Replacement & Adjustment
1230	Engine Performance	1210	Welding Tinting & Beveling
1010	Survey of Aviation Science	1030	Welding & Cutting
1020	Ground 1 - Private	1030	Foundations of Computer Science
1025	Basic Aircraft Systems	1400	Fundamentals of Programming
1410	Aeronautical Knowledge for Small Commercial Aircraft Systems	1410	Object Oriented Programming
1710	Aviation Weather	2420	Introduction to Algorithms & Data Structures
1730	Aviation Safety	1710	Digital Media Essentials I
2100	Air Transportation Management	1620	Corporate & Documentary Production
1000	Culinary Basics	1610	Scripting for Animation & Games
1040	Professional Dining Room Services	1620	Survey of Animation
1060	Culinary Math	1040	Mixed Reality Essentials
1400	Food Service Sanitation	1800	Introduction to 3D Modeling & Surfacing
140R	Milweek Technology	2120	Web Essentials
		2130	Digital Audio Essentials
		2210	3D Modeling & Animation Essentials
		2140	Web Design

**UVU** CONCURRENT ENROLLMENT  
STAR VALLEY UNIVERSITY

**CTE COURSES**

# COURSE CLASSIFICATION LIST

## CTE Courses

2023-2024

2.3 GPA Requirement

Course #	Course Name	Course #	Course Name
ENR 1010	Electrical Systems I	1000	E-Commerce Techniques for Small Business
1020	Diesel Engine Overhaul	1020	Information Systems & Technology Fundamentals
1030	Diesel Engine Operation Tune	1000	Computer Programming I for BLIT
1000	Introduction to Electrical and Computer Engineering	2420	Web Application Design
1000	3D Architectural Modeling	1010	Introduction to System Administration Linux/UNIX
1040	Applied AC Theory	1600	Computer Architecture & Systems Software
1010	3D Modeling Inventor	1100	Cyber Security Essentials
1010	3D Modeling Solidworks	1010	Introduction to Business
1000	Introduction to Architectural Drafting & Design	1250	Principles of Leadership
1000	Introduction to Environmental Management	2000	Written Business Communication
1010	Emergency Medical Response	1000	Foundations of Human Nutrition
1040	Emergency Medical Technician Basic	1050	Manufacturing Processes and Systems
1000	Introduction to Emergency Services & Ability Testing		
1000	Principles of Fire & Emergency Services Safety & Survival		
1000	Fire Behavior and Combustion		
1000	Personal Finance		
1020	First Aid		
1020	Medical Terminology I		
1010	Introduction to Respiratory Industry		
1010	Basic Computer Applications		
1010	Business Computer Proficiency		
2000	Integrated Software Products		

**UVU** CONCURRENT ENROLLMENT  
STAR VALLEY UNIVERSITY

# COURSE CLASSIFICATION LIST

## Academic Courses

2023-2024

Includes Concurrent Enrollment and Live  
Interactive Options  
List does not include lab

3.0 GPA Requirement

Course #	Course Name	Course #	Course Name
ARTH 1010	Social/Cultural Anthropology	1000	Beginning French II
1010	Introduction to Visual Arts	2010	Intermediate French I
ART 1020	Basic Drawing for Non Majors	3110	Adventure & Discovery - Journey through the French World
1030	Photography I	3117	Französischer Post, Present, and Future
1010	History of Art from the Renaissance	3118	Paris City of Lights
ASL 3010	Beginning American Sign Language II	1010	Introduction to Biology
3010	Intermediate American Sign Language I	1020	Beginning German II
1040	Elementary Astronomy	2010	Intermediate German I
1010	General Biology	1100	American Civilization
1010	College Biology I	1010	Humanities through the Arts
1020	College Biology II	1020	Beginning Japanese II
1010	Fundamentals of Biotechnology	2010	Intermediate Japanese I
1010	Introduction to Chemistry	1010	Intermediate Algebra
1010	Beginning Chinese II	1030	Quantitative Reasoning
2010	Intermediate Chinese I	1010	College Algebra
3110	Exploring China Past/Present and Yes	1002	Trigonometry
3117	Chinese Legislation: Tradition and Modernity	1010	Introduction to Meteorology
3118	Chinese Popular Culture	1010	Introduction to Music
1010	Introduction to Modern/Contemporary Science	1030	American Popular Music
1010	Economics as a Social Science	1000	Fundamentals of Music
1010	Introduction to Education	1110	Music Theory
1010	Introduction to Academic Writing	2400	Sports Injuries
2010	Intermediate Writing/Academic Writing & Research	1000	Survey of Physical Science
2000	Writs to Literature	2050	Ethics & Values
2000	Creativity and Entrepreneurial Thinking	2050	Ethics & Values
		1010	Elementary Physics

**UVU** CONCURRENT ENROLLMENT  
STAR VALLEY UNIVERSITY

**Course Classifications to determine instructor qualification requirements**

# COURSE CLASSIFICATION LIST

## Academic Courses

2023-2024

3.0 GPA Requirement

Course #	Course Name	Course #	Course Name
1000	Introduction to Political Science	1000	Introduction to Political Science
2000	Introduction to Comparative Politics	2000	Introduction to Comparative Politics
2110	Navigating Identities of the Portuguese Speaking World	2110	Navigating Identities of the Portuguese Speaking World
2110	Portuguese Popular Culture	2110	Portuguese Popular Culture
1010	General Psychology	1010	General Psychology
1000	Human Development: Life Span	1000	Human Development: Life Span
1010	Introduction to Sociology	1010	Introduction to Sociology
1000	Sociology of the Family	1000	Sociology of the Family
1010	Student Success Topics	1010	Student Success Topics
1010	Beginning Spanish II	1010	Beginning Spanish II
2010	Intermediate Spanish I	2010	Intermediate Spanish I
3110	Pop Culture: Film/Media/Entertainment	3110	Pop Culture: Film/Media/Entertainment
2017	Breaking Down Walls, Building Identities	2017	Breaking Down Walls, Building Identities
3110	Literature & Film-Contemporary Issues	3110	Literature & Film-Contemporary Issues
1040	Introduction to Statistics	1040	Introduction to Statistics
1010	Introduction to Theater	1010	Introduction to Theater
1020	Introduction to Film	1020	Introduction to Film

**UVU** CONCURRENT ENROLLMENT  
STAR VALLEY UNIVERSITY

**ACADEMIC COURSES**

**UVU** CONCURRENT ENROLLMENT  
STAR VALLEY UNIVERSITY

Continue on next page

# Reviewing Applications

## 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 coursework 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**

Reply to email from CE Office that the applicant is approved

**Denied**

Provide a brief explanation of why denied so instructor can work on qualifications

# Training New Instructors

Instructors are asked to reach out to you to receive department training in their approval letter.

**Department training is required before instructor can begin teaching the course.**

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

Submit a visit form to notify the CE office that department training is complete.



# SITE VISITS

- Receive updated Instructor lists from CE office in Aug/Sept
- Reach out to your high school instructors to schedule in-person visit
- Fill out and submit visit form with instructor's signature

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

**UVU**  
CONCURRENT  
ENROLLMENT







**Required:**

One visit  
per  
instructor,  
per course,  
per year

A 2<sup>nd</sup> visit is  
optional  
depending on  
circumstances  
OR for  
recruitment

After 3 years, a  
dept. can  
determine if the  
instructor is  
considered a  
veteran

Veteran  
instructors can  
be visited every  
other year  
virtually (20 min.  
minimum)

# SITE VISITS



## Instructor Visits

### 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 if needed.**

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

### New Instructor Training Visits

After receiving approval from our office, 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 and/or liaison 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.

### Visit Modalities

- 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 Forms of Visit Verification by Instructors

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

### Submission

- Submit visits to Jordan Lee at JordanL@uvu.edu
  - Visits can be submitted in bulk or one at a time.
  - For tracking purposes, submit forms within 30 days of the visit.

### Liaison Compensation

- Site Visits are compensated per course, per instructor.
  - EX: a CE instructor teaches more than one course in your department. You may visit that instructor twice for each course they teach. However, one site visit where multiple courses are discussed will receive one payment.
- Compensation Rate
  - In-Person Visits: \$150 + Mileage Reimbursement
  - Virtual Visits: \$75
- Payment can take up to 4 weeks to process.
- Site visits must be submitted by June 1st of the fiscal year you conducted the visit

## Instructor Visit Form

Submit form to Jordan Lee at JordanL@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.

### Observation Notes:

### Feedback for Instructor:

### Comments/Concerns:

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

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

UVU Concurrent Enrollment hosts an annual conference each Fall

---

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

Departments provide a one hour breakout session with your instructors where you can:

- Bring in a guest speaker from the industry
- Reach out to the instructors before the conference and ask them what they would like to cover
- Review assignment examples or learn from each other about the different ways to do assignments



# Syllabi Review

## Part 1:

CE office sends the current syllabus on file in April. If there is a more current version you'd like instructors to use, please send it. We post the syllabi for current instructors to use in their class, and for review by prospective instructors.

## Part 2:

In a site visit with the instructor, you will review the syllabus used in class. Instructors can add to the department syllabus but are instructed not to 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 a need or opportunity to offer your high school instructors training in your discipline. This could be due to a curriculum change, syllabus update, etc. The CE office is willing to offer extra support by:

- Communicating with high school instructors
- Scheduling rooms
- Providing lunch/snacks
- Stipends

If interested, contact me at [jordanl@uvu.edu](mailto:jordanl@uvu.edu) at least three weeks before you plan on hosting the event.



# Recruiting Events

Briawna Simkins:

[briawna.simkins@uvu.edu](mailto:briawna.simkins@uvu.edu)

Concurrent Enrollment students are often referred to as “low-hanging fruit” for departments to recruit to their programs. We are here to partner with you and your department in these efforts.

- Bringing students to campus
- Department events
- Recruitment-focused site visits to high school

If interested, contact our Events and Outreach team.



# LIAISON 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





Thank you!

