

Dear Prospective College in the High School Partners:

During the 2023-24 academic year, the Department of History at Central Washington University will again accept applications for College in the High School courses, including CWU's two U.S. history surveys, HIST 143 and HIST 144. Upon successful completion, students could earn college credit for HIST 143 and/or HIST 144.

Identified below are program requirements and procedures that may help you decide if this program is a good fit for you.

### **Minimum Course Requirements**

1. For either format, it is strongly preferred that students in the classroom be "AP" or "honors" junior and senior students taking the course for college credit, following the same curriculum, evaluated using the same assessments, and graded according to the same criteria.
2. All 100-level history courses at CWU are writing-intensive. In general, this means all major exams are written in format. In addition, students must complete a minimum of 7 total pages of formal graded writing evaluated by the instructor for content and mechanics (grammar, spelling, punctuation, organization, etc.). The recommended prerequisite for on-campus students is ENG 101, the freshman-level composition course. Accordingly, students should be notified that this is a writing intensive course, which assumes basic writing competency.

### **Minimum Instructor Qualifications**

1. Master's degree in history
2. 2 years high school teaching experience

### **Preferred Instructor Qualifications**

1. Experience teaching AP or other college-level history in the high school and/or experience teaching at the post-secondary level.

### **Annual Evaluation Procedures**

1. Two or more classroom observations per course by a designee of the CWU history program
2. An end-of-course portfolio submitted by the partner teacher that will include:
  - a. A copy of the pre-approved course syllabus
  - b. A copy of major exams and associated study guides
  - c. A copy of major papers or project assignments, including student directions and associated grading rubrics
  - d. A set of 5-7 graded exams representing a range of grades and showing instructor comments
  - e. A set of 5-7 graded papers representing a range of grades and showing instructor comments and completed rubrics
  - f. A copy of the end-of-course grade distribution

- g. A narrative reflection on the course, including the degree to which planning, instruction, and assessment were effective in meeting course goals, as well as any necessary changes

### **Additional Application Procedures**

If you would like to be considered for participation in this program, in addition to the basic application materials provided by the CiHS office at CWU, the following are required:\*\*

1. A letter from your current principal indicating your potential effectiveness for this particular CiHS course
2. A two- to three-page letter of application indicating in detail:
  - a. How your education and professional experience qualifies you to teach the college-level course for which you are applying, with specific reference to the requirements listed in the “Minimum Instructor Qualifications” section above
  - b. How you envision this college-level course differing from other high school-level sections of the same course, in terms of course objectives, methodologies, and assessment strategies. Include some of the major themes and ideas you anticipate covering in your course.
3. An interview of the high school teacher may be required.

\*\*In the event you have already submitted the basic application packet, simply submit whatever addenda necessary to address the specific application requirements above.

If you have any questions not addressed by the above, please contact the History Department’s College in the High School liaison, Dr. Stephen Moore (Stephen.Moore@cwu.edu), or the History Department Chair, Roxanne Easley (easleyr@cwu.edu).

We look forward to working with you!