Program Profile

Welcome to the Early College Program at Idaho State University! The Early College Program allows Idaho State University and Idaho high schools the opportunity to offer college level courses to high school students at a significantly reduced price while earning high school credit at the same time. This in turn will save students money and time. The success of our program is based on the collaborative efforts between the Early College Program and high school instructors, principals, school counselors and the academic departments on campus.

Dual credit in Idaho started with a mandate from the State Board of Education in 1998. However, Idaho State University’s Early College Program began as a pilot program in 1994 with only two high schools in Pocatello School District #25 offering dual credit courses. The program has since grown to 40 high schools offering classes for dual credit through Idaho State University’s Early College Program, and over 21,000 credits offered to high achieving students each year.

Program Benefits

- Allows students to earn college credits while in high school.
- College credits earned are put on an Idaho State University transcript and include a GPA.
- Accelerate student degree completion and thereby lowering the overall expense of college.
- Students learn how to prepare to take college level courses through critical thinking.
- In many instances, Idaho State University courses are easily transferable to other colleges and universities.
- Allows high school teachers the opportunity for professional development as well as instructor credentials.

Early College Program Staff

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Establishing an Idaho State University Dual Credit Course

All academic appointments are made through discipline specific departments at Idaho State University, including courses offered on a high school campus. First-time applicants must complete and submit a “High School Adjunct and Course Request” form (Appendix A) to the Early College Program office along with their curriculum vitae or resume, official college transcripts, letter(s) of recommendation and a teaching philosophy statement in relation to offering a college level course (Checklist, Appendix B) by the required deadline (see below). Upon approval, high school instructors (adjunct/affiliate faculty) will work with an Idaho State University department liaison to develop an approved syllabus and review textbook guidelines as well as attend a course orientation workshop.

Submission Deadlines:

<table>
<thead>
<tr>
<th>Time Frame</th>
<th>Materials to be Submitted by High School Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall - July 1</td>
<td>Submit application materials for new instructors/new courses.</td>
</tr>
<tr>
<td>Spring - Nov. 1</td>
<td></td>
</tr>
<tr>
<td>Upon Approval of Course</td>
<td>Submit W4, I9 and PARTS Forms</td>
</tr>
</tbody>
</table>

High School Instructor Qualifications

High School instructors must meet the same qualifications as those met by all Idaho State University adjunct faculty members within the academic department. Most academic departments require adjunct faculty members to hold at least a Master’s degree in the content area.

High School Classroom Qualifications

Whenever possible, it is recommended that only high school students registered for the ISU course attend the class. While a mixed classroom population is acceptable, Idaho State University’s academic departments are committed to providing students enrolled in ISU courses on the high school campus with an educational experience that approximates, as closely as possible, the experience they would have if taking the same courses on ISU’s campus. It is especially important for all students in a class to have the appropriate prerequisite skills. Students lacking those skills not only do poorly but affect the focus of the class, to the detriment of those who are prepared to learn the higher-level material.

Idaho State University minimum and maximum class limits must be followed. Generally a minimum of seven students is required for any ISU course offered on a high school campus. The Early College Program and/or the academic department will inform instructors teaching course(s) with an established class maximum.

Adjunct/Affiliate Faculty Information

Instructor Responsibilities:

- New instructors must attend the Early College Program’s Course Orientation Workshop prior to offering course.
- All instructors must attend the Early College Program’s Annual Dual Credit Instructor Workshop.
- Work with an assigned academic department liaison.
• Submit yearly course syllabus to the Early College Program and department liaison/chair for approval prior to starting the course. Include registration, drop, and withdraw deadlines (Syllabus Template, Appendix C) as well ISU objective information (see www.isu.edu/ecp).
• Notify Early College Program office of class start date, end date, and meeting times as soon as schedule is set each year/term (Course Timeline, Appendix D).
• If teaching a course that requires a prerequisite or test score, make sure students have met the required prerequisite. Refer to www.isu.edu/ecp/registration/prerequisite-and-placement-scores. If not met, make arrangements for them to take the appropriate placement test.
• Submit copies of placement test scores or official transcripts with ACT/SAT test scores to the Early College Program or Admissions Office prior to ECP registration visit.
• Facilitate Early College Program admissions and registration procedures.
• Distribute course syllabus to students including registration, drop, and withdraw deadlines. Refer to www.isu.edu/ecp/registration/deadlines for appropriate dates. A list of Important Dates (Appendix E) will also be distributed at the annual instructor workshop.
• Review class roster with students prior to the drop deadline to ensure students are registered and in the correct class. Notify ECP staff if you have students listed who are not in your class.
• Provide a copy of the class roster, after the deadline, to your school’s Advance Opportunities liaison.
• Advise ECP students who transfer out of your class of drop/withdrawal procedures.
• Inform students of mid-term D and F grades, and withdrawal options and deadlines.
• Have a third party (counselor) distribute and collect course evaluations at the end of the course. If you have not received them at least three-weeks before the end of your course, contact the ISU department administrative assistant.
• Submit final student grades in BengalWeb by appropriate deadline (Important Dates, appendix E).
• Follow FERPA (Family Educational Rights and Privacy Act) guidelines (see www.isu.edu/registrar/student-resources/ferpa/#d.en.14158).

Instructor Benefits:
• Adjunct or Affiliate Credentials.
• Professional development opportunities.
• Collaborate with Idaho State University faculty on professional projects.
• Explore networking possibilities with other adjunct instructors teaching on a high school campus.
• Access to Idaho State University facilities such as libraries, computer labs, and email.
• Course facilitation through Moodle.
• With sponsoring faculty and/or department approval, authorization to apply to granting agencies in the name of Idaho State University in accordance with regular university procedures. Eligibility for submitting grant applications to the Idaho State University Research Committee is based on the committees’ “By-laws” and “Guidelines for Proposals.”
• Bengal Card – Discounts for Idaho State University events (where available).
• Stipend

Non-Compliance Policy
All approved Early College Program instructors (adjunct and affiliate faculty) must comply with policies and procedures of Idaho State University and the Early College Program. Instructor appointments are done on a yearly contract basis. Instructors are in non-compliance when any of the expected instructor responsibilities are not met. Should an instructor’s status be changed to non-compliant, they are subject to non-renewal of their yearly contract, per Idaho State University policy. Each instructor in non-compliance of university policies and procedures will be handled on a case-by-case basis.
Faculty Liaison Assignment and Responsibilities

Faculty Liaison Assignment
Academic support is provided to high school instructors through the corresponding department at Idaho State University. Each instructor is provided with a department faculty liaison that helps with all needs in relation to teaching a college course. At the start of every school year, the Early College Program staff will send a list of dual credit courses to the respective department chair. The department chair will assign a faculty liaison to work with each high school instructor to provide curriculum and instructor support.

Faculty Liaison Responsibilities
- Communicate department information each semester to high school instructors. Include high school instructors in department correspondence, listserv, academic notices, and general information.
- Visit high school instructors on-site the first year of approval and at least every two years following the initial visit or work with instructors in on-campus department meetings.
- Communicate at least once per month via email or phone.
- Be available to give presentation of discipline-specific lectures to Early College Program students.
- Provide guidance concerning grading policies of the department.
- Discuss the college experience with high school students. This may be done when faculty visits the high schools or when high school students visit our campus.
- Supply high school instructors with current sample syllabi, sample exams, and other course materials.
- Supply high school Instructors with desk copies of current textbooks, if available.
- Assist high school instructors/school districts in selecting department approved textbooks.
- Request and review course syllabi annually.
- Plan and assist with annual Early College Program instructor (professional development) training at least every other year for in-service workshops on course integrity, grading standards and other appropriate topics.
- Submit Annual Professional Development tracking form (Appendix F) with agenda and materials for all professional development activities provided for ECP instructors to the Early College Program per NACEP requirement.
- Assist Early College Program with new course orientation when needed to orient new instructors to discipline specific course.
- Submit Annual Professional Development tracking form (Appendix F) with agenda and materials for course orientation provided for new ECP instructors to the Early College Program per NACEP requirement.
- Assist Early College staff with department tours when instructors/students visit campus.
- Submit liaison report forms for each assigned instructor to the Early College Program, immediate supervisor, and high school instructor.

Idaho State University Curriculum/Syllabus
Course requirements and curriculum for an Idaho State University class taught on the high school campus is the same as curriculum for the class taught on the university campus. Instructor qualifications, syllabi, assignments, textbooks, exams and grading requirements are also equivalent. Courses are only offered through one higher education institution for dual credit. In other words, the course being offered can only be offered for
dual credit at Idaho State University. This complies with Idaho State University Policy and NACEP accreditation requirements

Textbooks
Course instructors need to have course textbooks approved through the academic department. Most high schools will purchase and provide textbooks to students enrolled in the course. If students are required to purchase textbooks, they can purchase them at the university bookstore or on-line at www.efollett.com.

Faculty Liaison Compensation and Payment

Liaison Compensation
Idaho State University academic department faculty liaisons will receive compensation for providing curriculum oversight and support to their assigned high school instructors. Faculty Liaisons will receive $1,000 for the first section and $250 for each additional section of the same course, with sufficient enrollment, during the academic year. For compensation purposes sufficient enrollment is defined as an instructor having a minimum enrollment of seven students for one section and an average of 10 with no less than 20 for two sections, 30 for three sections and so on for a three, four, or five-credit course taught in the same semester/trimester. For a one or two-credit course, compensation is determined by the number of students registered. Compensation may be reduced for courses with less than seven students.

Compensation Notification/Payment

Faculty compensation will be computed approximately 10 days after each ECP registration deadline. ECP staff will look at each course enrollment to determine compensation and send a letter to each faculty liaison indicated the amount and date of payment. Compensation is paid at the end of each course term. If a course is offered over a period of two or more terms, two compensation payments will be made. Payment will be entered on a timesheet by ECP staff. During the payroll period for each payment, you will notice an additional timesheet in BengalWeb. Please keep in mind that you do not need to do anything with this particular timesheet, hours corresponding with your compensation will be entered by ECP staff.

Payment Schedule

<table>
<thead>
<tr>
<th>High School Term</th>
<th>Compensation Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Trimester</td>
<td>December 14.</td>
</tr>
<tr>
<td>Fall Semester</td>
<td></td>
</tr>
<tr>
<td>1st payment of year-long or Tri 1/Tri 2 courses</td>
<td></td>
</tr>
<tr>
<td>Second Trimester</td>
<td>March 8</td>
</tr>
<tr>
<td>2nd payment of Tri 1 &amp; Tri 2 courses</td>
<td></td>
</tr>
<tr>
<td>Spring</td>
<td>May 3</td>
</tr>
<tr>
<td>Third Trimester</td>
<td></td>
</tr>
<tr>
<td>2nd payment of year-long or Tri 2/Tri 3 courses</td>
<td></td>
</tr>
<tr>
<td>Summer</td>
<td>July 26</td>
</tr>
</tbody>
</table>
Faculty Liaison Mentoring

Mentoring is a partnership between two people that support a professional and personal development approach in which an experienced person assists another in developing skills and knowledge. A Mentor gives advice, encouragement, support and leads by example though his/her expertise in a subject skill and departmental and institutional knowledge.

In other words, a mentor is a trusted advisor in whom the mentee can learn from and can be used as a sounding board for issues in the day-to-day working environment while providing assistance in problem identification, problem solving, and career management. A Mentee will be rewarded with a relationship that can guide their career, provide social and political skills, and assist them in building their careers with their own style and creativity, using the skills and knowledge gleaned from their association with their mentor. Mentoring relationships can last for a few weeks or for many years and can be very beneficial to both the mentor and the mentee.

Mentoring Methods (Hood & Boyce, 144)

- Teach and Guide
- Advise and Counsel
- Sponsor and Protect
- Role Model
- Validate
- Motivate & Encourage
- Communicate
- Be Subtle and Don’t Accept Credit
- Identify Professional Contacts

Mentoring Principles/Guidelines:

- Encourage the exploration of ideas and risk taking in learning
- Provide appropriate and timely advice
- Serve as a confidant for work-related issues
- Help mentee to shift his/her mental context
- Confront negative behaviors
- Suggest appropriate skills training
- Serve as a source of information and resources

Benefits and Responsibilities of a Mentor

- Represents making a difference to the mentor, profession, and ISU
- Introduces mentee to ISU culture
- Develops new professional relationship
- Provides the fulfillment and satisfaction of helping others
- Increases experience and skills for career development
- Assists mentee in formulating career vision with short-term and long-term strategic goals and timelines
- Teaches the mentee about a specific issue
- Coaches the mentee on a specific area. Areas could include teaching, leadership, grant writing, Title IX, and other fields of expertise
- Facilitates the mentee’s development by sharing resources and networks
- Challenges the mentee to move beyond their comfort zone
- Creates a safe learning environment
- Focuses on the mentee’s overall development

**Benefits and Responsibilities of the Mentee**
- Expands personal networks
- Increases self-awareness, confidence, and discipline
- Potential of accelerated development and growth
- Positive and constructive feedback on personal and professional development issues
- Helps to acclimate the mentee to his or her job and ISU culture more quickly
- Helps employees feel more in touch with the university socially and professionally
- Results in a greater awareness of organizational politics and culture
- Be open to receiving feedback and coaching
- Takes responsibility for own professional growth and development
- Seeks challenging assignments and new responsibilities

**Bibliography:**


Mentoring Handouts from ISU Human Resources and Career Center

**Mentoring Resources**

http://www.sciencemag.org/careers/2010/10/top-10-tips-mentors


**Course Assessment and Evaluations**

**Classroom Observation**

Faculty liaisons will contact instructors to set up an observation of their course sometime during the school year. Faculty liaisons are responsible for ensuring that the Idaho State University department curriculum is being taught. Liaisons are available to instructors for help in regards to syllabi, course content/delivery, and professional development.

**End of Course Evaluation**

NACEP accreditation and program policy requires all students have the option to evaluate their course at the end of each course. Some evaluations are available in Moodle and others are sent to the course instructor by the department and should be proctored by a third party. Paper evaluations are returned to the academic department. Instructors should check with their department in regards to the delivery of course evaluations. After evaluations are compiled, the instructor will receive a copy of the report. Note: evaluations are anonymous.
Faculty Liaison Reporting

Faculty liaisons are required to submit a Liaison Reporting form (Appendix G) for each section of a dual credit course they are assigned. The report should be submitted to the Early College Program director, the liaison’s supervisor, and the high school instructor by the deadline listed below. The report form can be found on the Early College Program website at www.isu.edu/ecp

First Trimester (T1) – December 1
Fall Semester – January 15
First & Second Trimester (T1 & T2) – March 1
Second Trimester (T2) – March 1

Spring – May 1
Year-long – May 1
Third Trimester (T3) – May 1

Student Admission, Registration and Withdrawal Process

Student Eligibility
In order to enroll in the Early College Program, high school students must have a minimum 3.0 cumulative GPA, be at least 16 years of age or have completed half of their high school requirements, and have the approval of a high school official and parent/guardian. Students who do not meet the age or GPA requirement may enroll if recommended by a school official.

Five-Step Registration Process
In order for a student to be fully registered in a dual credit class they must (1) apply to the university as an Early College Student, (2) turn in High School Verification-Parent/Guardian Permission form, (3) get their username and password, (4) register for dual credit courses, (5) apply for Advanced Opportunity funding if applicable. (5-Step Registration Process, Appendix H)

Admission-Steps One and Two
In order for a student to take Early College Program classes, they must be admitted to the university as an Early College Program (non-degree seeking) student. They can apply online at apply.isu.edu (Step One, Application Instructions, Appendix I). After submitting an on-line application, they will be prompted to print out a parent permission/high school verification form (Step Two, Appendix J). Note: Students who are non-citizens will also need to submit a green card or permanent resident card in order to be admitted. Once the completed application and permission form are received by the Early College Program office, the student will be admitted and emailed information about obtaining their username and password. Application instructions and permission forms are available at www.isu.edu/ecp

Application Deadlines
- Fall semester, 1st trimester, 1st & 2nd trimester, & year-long classes is September 21
- 2nd trimester and 2nd & 3rd trimester classes is December 14
- Spring classes is **February 8**
- 3rd trimester classes is **March 8**
- Summer classes is **June 10**

### Registration Process-Steps Three and Four

The Early College Program will contact each instructor at the start of their course to schedule a visit to help students register. Students must be admitted to the Early College Program in order to obtain a username and password to log into BengalWeb (Step Three) and register for classes (Step Four). In order for a student to register for English, math, and most science courses, they need to have submitted the appropriate placement scores (see chart below) to the Early College Program office. Should a registered student decide to no longer take a course for dual credit, they may drop the course up to the deadline without penalty and will not be assessed a fee for the course. If a student decides to drop the course after the deadline it is considered a withdrawal (see withdrawal policy below).

#### Registration Deadlines
- Fall semester, 1st trimester, 1st & 2nd trimester, & year-long classes is **September 28**
- 2nd trimester and 2nd & 3rd trimester classes is **December 21**
- Spring classes is **February 15**
- 3rd trimester classes is **March 15**
- Summer classes is **June 21**

### Placement Scores

<table>
<thead>
<tr>
<th>Course</th>
<th>ACT Score</th>
<th>SAT Score (New)</th>
<th>ALEKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 1101</td>
<td>17 (Math)</td>
<td>460 (MATH)</td>
<td>30-45 (Math)</td>
</tr>
<tr>
<td>CHEM 1101</td>
<td>23 (Math)</td>
<td>560 (Math)</td>
<td>46-60 (Math)</td>
</tr>
<tr>
<td>ENGL 1101</td>
<td>18-24 (English)</td>
<td>26-31 (Writing/Language)</td>
<td>NA</td>
</tr>
<tr>
<td>ENGL 1102</td>
<td>25-30 (English)</td>
<td>32-40 (Writing/Language)</td>
<td>NA</td>
</tr>
<tr>
<td>MATH 1143</td>
<td>23 (Math)</td>
<td>560 (Math)</td>
<td>46-60 (Math)</td>
</tr>
<tr>
<td>MATH 1144</td>
<td>27 (Math)</td>
<td>640 (Math)</td>
<td>61-75 (Math)</td>
</tr>
<tr>
<td>MATH 1147</td>
<td>23 (Math)</td>
<td>560 (Math)</td>
<td>50-60 (Math)</td>
</tr>
<tr>
<td>MATH 1153</td>
<td>23 (Math)</td>
<td>560 (Math)</td>
<td>46-100 (Math)</td>
</tr>
<tr>
<td>MATH 1170</td>
<td>29 (Math)</td>
<td>680 (Math)</td>
<td>76-100 (Math)</td>
</tr>
<tr>
<td>PHYS 1111</td>
<td>27 (Math)</td>
<td>640 (Math)</td>
<td>61-75 (Math)</td>
</tr>
</tbody>
</table>

### Apply for Advanced Opportunities Funding-Step 5

Students in grades 7-12 attending public schools in Idaho have an allocation of $4,125 to use towards the cost of overload courses, dual credits, and college credit bearing exams. In order to request funding a student will need to create a Fast Forward Account and turn in an Advanced Opportunities Participation Form to their school district. For additional information go to [http://www.sde.idaho.gov/student-engagement/advanced-ops/](http://www.sde.idaho.gov/student-engagement/advanced-ops/). Students (or in some cases the school district representative) will need to be submit a request for each course taken. NOTE: If a student fails to earn credit for any course for which Advanced Opportunities was used, the student must pay for and successfully earn credit for one (1) like course before the State Department of Education will pay any further reimbursements for the student.
## Advanced Opportunities Deadlines

<table>
<thead>
<tr>
<th>Term</th>
<th>Student Access/ Data Entry Window</th>
<th>District Submission Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2018</td>
<td>August 27 – September 28</td>
<td>November 9, 2018</td>
</tr>
<tr>
<td>Spring 2019</td>
<td>January 7 – February 22</td>
<td>May 3, 2019</td>
</tr>
<tr>
<td>Trimester 1- 2018</td>
<td>August 27 – September 28</td>
<td>November 9, 2018</td>
</tr>
<tr>
<td>Trimester 2- 2018</td>
<td>November 19 – January 18</td>
<td>May 3, 2019</td>
</tr>
<tr>
<td>Trimester 3- 2019</td>
<td>February 11- March 29</td>
<td>May 3, 2019</td>
</tr>
</tbody>
</table>

## Student Withdrawal Process

Students who for medical, academic or personal reasons, can choose to withdraw from an Early College Program course before the withdrawal deadline. Students withdraw from a course by logging into their BengalWeb account and clicking the add/drop classes link under Academic Tools. A screen will come up that lists each course they are registered for in that semester. The student will select “withdraw” from the drop down box for the respective course, and click submit changes. When a student withdraws from a class a “W” will be placed on their transcript and will not count toward their GPA. However, there is no tuition refund for withdrawn courses and may affect Advanced Opportunities funding. Students who need to withdraw after the deadline will need to contact the Early College Program to request a late withdrawal petition.

## Taking a Course on an Idaho State University Campus

Students who are at least 16 years old can also take on-campus courses for a discounted rate of $65 per credit. In order to register for an on-campus course, the student will need to be admitted to the Early College Program and submit an Early College Program On-Campus Registration Request form (Appendix K), Assumption of Liability Waiver (Appendix L), and meet with an Early College Program advisor. On-campus courses are subject to on-campus registration and payment deadlines and may have additional fees. Students may also be required to have a campus parking permit.

## Student Benefits

### Cost

Courses taught in the high school are $65.00/credit. Early College Program students who are at least 16 years old can take courses on the Pocatello, Idaho Falls or Meridian campus for $65/credit.

### Bengal Card

A Bengal Card is the student’s ISU identification card and is used to gain access to student benefits. Bengal Cards are free for registered students and can be obtained at the Student Union Connections desk in Pocatello and Idaho Falls or at the Health Science Center in Meridian. To get a card, students will need to bring a photo ID and be currently registered for an Early College Program course. If a student is not able to come to campus to get their Bengal Card, they can email their student ID number and a yearbook photo to photoid@isu.edu. Bengal Cards are used for campus activities including usage of Reed Gym, checking out books at the library, or tutoring services through the Student Success Center including the Math Lab and Writing Center.
Reed Gym
Early College Program students have the opportunity to use Reed Gym for $47.00 per ISU semester. All users must be registered for at least one Early College Program course, be at least 16 years of age, and have signed permission from a parent, per Campus Recreation Policy. Memberships can be purchased at the Campus Recreation Office in Reed Gym. For additional information call 208-282-4854.

Student Success Center
Students enrolled in Early College Program courses have access to the Idaho State University Student Success Center. Students can receive free tutoring in writing and math. Please visit their website for additional information at www.isu.edu/success.

Students Attending Idaho State University after Graduation (Degree Seeking)
Students who plan on attending Idaho State University after high school graduation will need to fill out an Undergraduate Application (degree-seeking). This online application can be found at apply.isu.edu. Students will also need to submit an official high school transcript, standardized test score (SAT/ACT), and an application fee. Students will be notified via email of their admission status. In order to be considered for scholarships they will need to apply by the February 15 deadline.

Transcripts/Transferring Credits
All Early College Program credits and grades are listed on an official Idaho State University transcript. Students are encouraged to check with the Registrar’s Office at the university or college they are choosing to attend after high school in order to see what that school’s transfer policy is, before registering for dual credit course. The majority of accredited institutions, statewide and nationally, will accept dual credits from Idaho State University toward degree requirements or electives. Official transcripts can be ordered through BengalWeb under Academic Tools and cost $7.50 each. Students must send all transcripts to the institution in which they chose to enroll. Failure to do so may result in academic dishonesty.
Appendix A

High School Adjunct and Course Request Form

To be completed by high school instructor:

Date______________________High School __________________________________________

Instructor Name______________________________________________________________

High School Address________________________________________________________________

Phone_________________________Fax________________________________________

Instructor Email ____________________________

ISU Academic Department ______________________________________________________

ISU course(s) requested ______________________________________________________

Semester and number of sections requested ______________________________________

Previously taught dual credit courses: ___ Yes ___ No

Courses Offered:_________________________________ Institution:_____________________

High School Principal Signature: ________________________________________________

If first submission, please attach a curriculum vitae or resume, academic transcripts, letter of
recommendation, and teaching philosophy in relation to course being requested.

High School instructor summer contact address and email:

Home Address ________________________________________________________________

Phone_________________________Email ______________________________________

Submit to: Early College Program
921 S 8th Ave., Stop 8057
Pocatello, ID 83209-8057
(208) 282-2633
(208) 282-3677 (fax)
rauhchel@isu.edu
Appendix B

Idaho State University
Early College Program

Course Request Application Checklist and Timeline

The Early College Program adjunct/affiliate faculty qualification standard is a Master’s degree in the content area of the course requested. Please make sure applications are received in a timely manner for approval. For courses beginning in the fall, July 1st is the deadline for submission and for spring courses, November 1st. A course request application is considered complete when accompanied by the following:

- Course Request Form (with signature from building principal)
- Current Resume’ or Curriculum Vitae
- Personal Teaching Philosophy Statement (College Level Instruction)
- Letter(s) of Recommendation
- Transcripts (unofficial are OK until approved, then official needed)

*A syllabus may be requested by the approving department prior to approval, and the Early College Program will let you know if this is requested. However this is not a final syllabus. If approved, you will develop a syllabus based off of the standard department syllabus for your course prior to teaching.

The application will be forwarded to the current department chair within the discipline course requested. Applications are reviewed within 3-4 weeks after receipt. Once a decision is made, the Director of the Early College Program will inform you and your principal by letter. New Instructors are required to attend a Course Orientation Workshop prior to teaching their dual credit course.

All instructors are required to attend an annual Early College Instructor Professional Development Workshop held on the Pocatello campus of Idaho State University. Instructors not attending this workshop, for whatever reason, will be in non-compliance. Please refer to the Early College Program Administrative Policy Guide for more information.

Please do not hesitate to contact us at (208) 282-6067 should you have questions.
Appendix C

Syllabus Template

Idaho State University-(List the Name of Your High School)

Title of your Course and Semester(s)/Trimester(s)/Yearlong
(ie: BIOL 1101- Biology I, Fall Semester 2018)

Please list here if this course meets a General Education Requirement
(ie: partially satisfies ISU Objective 5)

Monday-Friday 5th Period

Instructor: (Your name and title here)
Office/Room: (Location)
Office Hours: (whenever you are available to students)
Phone: (if available)
Email: (don’t forget you and your students have ISU emails- username@isu.edu)


Course Description: (Please take this directly from the course catalog. http://www.isu.edu/catalogs.shtml)

Course Objectives: Upon completion of the course, the student should have sufficient knowledge of and be able to: (please work with your department liaison to list approved course objectives) ie:
- Identify that communication and interaction between cells coordinates cellular activity.
  - 
  - 
  - 

Weekly Agenda: to include assignments, readings, tests and quizzes, ect. (Organized weekly or daily)

Course Expectations: to include, but not limited to information about rigor, study habits and rules for course (ie safety in labs etc). Spell it all out for them

Course Requirements and Assessments: (what is required of students to complete course)

Grading: (please make sure you add your grading scale for A, A-, B+ ect. and process of how the student’s grade is determined, 20% quizzes ect.)

Student Code of Conduct: All Idaho State University students, including Early College students are held to the Student Code of Conduct including academic dishonesty, cheating and plagiarism. Definitions can be found in the Student Code of Conduct Handbook: http://www.isu.edu/policy/fs-handbook/part6/6_10/6_10b.html
**Reasonable Accommodations for Students with Disabilities:** If you have a disability or think you have a disability (physical, learning, hearing, visual or psychiatric) which may need a reasonable accommodation, please contact the Disability Services Office located in the Rendezvous Building Room 125, 282-3599 and in Idaho Falls in the Bennion Student Union, Room 223.

**Evaluation of Course and Instructor:** At the end of the course, evaluations will be given to students for feedback on the course and instructor.
## Appendix D

### High School Instructor Course Timeline

<table>
<thead>
<tr>
<th>Time Frame</th>
<th>High School Instructor Submits/Facilitates</th>
</tr>
</thead>
<tbody>
<tr>
<td>August</td>
<td>Attend Mandatory Teacher Training Workshop. The workshop will be held the Wednesday before ISU fall semester starts.</td>
</tr>
<tr>
<td>First Weeks of</td>
<td>English, chemistry, math and physics instructors make sure students have met course prerequisite. Facilitate COMPASS placement testing if needed. Provide copies of official test scores from ACT, SAT or COMPASS for all students registering for college credit.</td>
</tr>
<tr>
<td>Class</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Inform new ECP students about application process</td>
</tr>
<tr>
<td></td>
<td>Coordinate registration visits with Early College Program staff</td>
</tr>
<tr>
<td></td>
<td>Review class list through BengalWeb with your students prior to payment deadlines</td>
</tr>
<tr>
<td>Mid-Term</td>
<td>Instructor notifies students with Mid-Term grades of “D” or “F”. Advises students about withdrawal deadlines and procedures in order to avoid low grades on their college transcript.</td>
</tr>
<tr>
<td>End of Class</td>
<td>Course and instructor evaluations are completed by students</td>
</tr>
<tr>
<td></td>
<td>Submit student grades through BengalWeb. See important dates for appropriate grading times.</td>
</tr>
<tr>
<td>May-August</td>
<td>Submit next year's course times to ECP including semester/trimester and class start and end dates.</td>
</tr>
<tr>
<td></td>
<td>Submit course syllabus to Academic Department for approval, make sure add/drop and withdrawal deadlines are on the syllabus. Note: Syllabus must be approved on a yearly basis.</td>
</tr>
<tr>
<td></td>
<td>Submit Approved syllabus to ECP prior to start of course.</td>
</tr>
<tr>
<td>June-August</td>
<td>Receive copy of liaison report and course evaluations</td>
</tr>
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</table>
# Important Dates: High School Year 2018-2019

<table>
<thead>
<tr>
<th>ISU SEMESTER - FALL 2018</th>
<th></th>
<th></th>
<th></th>
<th></th>
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<tbody>
<tr>
<td>Session</td>
<td>Approximate Start Date</td>
<td>Approximate End Date</td>
<td>Registration Add or Drop Deadline</td>
<td>Withdraw Deadline</td>
<td>Grading Open</td>
<td>Grading Closed 5:00 PM</td>
<td>Grades Rolled to History</td>
</tr>
<tr>
<td>Fall Semester</td>
<td>08/15/18</td>
<td>1/18/19</td>
<td>10/12/2018</td>
<td>11/02/18</td>
<td>01/26/18</td>
<td>01/28/19</td>
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<tr>
<td>Year-long</td>
<td>08/15/18</td>
<td>06/07/19</td>
<td>10/12/2018</td>
<td>01/25/19</td>
<td>06/06/18</td>
<td>06/10/19</td>
<td></td>
</tr>
<tr>
<td>First Trimester</td>
<td>08/15/18</td>
<td>11/14/18</td>
<td>10/12/2018</td>
<td>10/19/18</td>
<td>12/08/17</td>
<td>12/21/18</td>
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<tr>
<td>First and Second Tri</td>
<td>08/15/18</td>
<td>03/08/19</td>
<td>10/12/2018</td>
<td>11/02/18</td>
<td>03/06/18</td>
<td>03/08/19</td>
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<tr>
<td>Second Trimester</td>
<td>11/14/18</td>
<td>03/08/19</td>
<td>12/21/18</td>
<td>01/11/19</td>
<td>03/06/18</td>
<td>03/08/19</td>
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<tr>
<td>Second and Third Tri</td>
<td>11/14/187</td>
<td>06/07/19</td>
<td>12/21/18</td>
<td>01/11/19</td>
<td>06/06/18</td>
<td>06/10/19</td>
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<table>
<thead>
<tr>
<th>ISU SEMESTER - SPRING 2019</th>
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</thead>
<tbody>
<tr>
<td>Session</td>
<td>Approximate Start Date</td>
<td>Approximate End Date</td>
<td>Registration Add or Drop Deadline</td>
<td>Withdraw Deadline</td>
<td>Grading Open</td>
<td>Grading Closed 5:00 PM</td>
<td>Grades Rolled to History</td>
</tr>
<tr>
<td>Spring Semester</td>
<td>01/02/19</td>
<td>06/07/19</td>
<td>02/15/19</td>
<td>03/01/19</td>
<td>05/20/19</td>
<td>06/11/19</td>
<td>06/14/19</td>
</tr>
<tr>
<td>Third Trimester</td>
<td>02/25/19</td>
<td>06/07/19</td>
<td>03/15/19</td>
<td>04/05/19</td>
<td>05/20/19</td>
<td>06/11/19</td>
<td>06/14/19</td>
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<table>
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<th>ISU SEMESTER – SUMMER 2019</th>
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<tbody>
<tr>
<td>Session</td>
<td>Approximate Start Date</td>
<td>Approximate End Date</td>
<td>Registration Add or Drop Deadline</td>
<td>Withdraw Deadline</td>
<td>Grading Open</td>
<td>Grading Closed 5:00 PM</td>
<td>Grades Rolled to History</td>
</tr>
<tr>
<td>Summer</td>
<td>06/04/19</td>
<td>08/09/19</td>
<td>06/21/19</td>
<td>07/05/19</td>
<td>07/22/19</td>
<td>08/09/19</td>
<td>08/12/19</td>
</tr>
</tbody>
</table>
Appendix F
Idaho State University

Early College Program
Annual Professional Development

Date: ___________________________  Time: ___________________________

Department: _______________________  Course: _________________________

<table>
<thead>
<tr>
<th>Faculty Liaison Representative Name (Please Print)</th>
<th>Faculty Liaison Signature</th>
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<tr>
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<tr>
<td>Instructor Name (Please Print)</td>
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<tr>
<td>Instructor Name (Please Print)</td>
<td>Instructor Signature</td>
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</tbody>
</table>

*Attach agenda and return to the Early College Program*
Appendix G
Idaho State
University
Early College Program

Faculty Liaison Report

Instructor Name________________________________ Faculty Liaison Name_________________________________

High School_____________________________________ Course/Academic Term_________________________________

CRN and Section Number_________________________ Classroom Observation Date ___________________________

1. Implementation of department curriculum and adherence to course outline on syllabus (C-3) 
   Excellent Adequate Needs Improvement
   ______ ______ ______

2. Coherence and completeness of syllabus (C-3) 
   Excellent Adequate Needs Improvement
   ______ ______ ______

3. Course reflects pedagogical, theoretical and philosophical orientation of the department (C-2) 
   Excellent Adequate Needs Improvement
   ______ ______ ______

4. Course assignments and requirements meet department expectations (A-1) 
   Excellent Adequate Needs Improvement
   ______ ______ ______

5. Students assessed using the same methods (ie: papers, portfolios, quizzes, labs) as students taking the course on campus (A-3) 
   Excellent Adequate Needs Improvement
   ______ ______ ______

I am satisfied that the dual credit curriculum is being delivered successfully and that the instructor is in compliance with department policy YES NO
(If answered NO to this question, please explain on a separate attachment)

Comments (re: contact with instructor, strengths, weaknesses, highlights of observation):
_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________

__________________________________________
Faculty Liaison Signature

Please remember to send a copy to the ECP Director, Instructor and Department Chair (if required)
Appendix H

5 Step Registration Process

Students wishing to take dual enrollment courses through ISU need to apply and be admitted as an Early College student and receive their username and password before they can register for dual credit courses. Students need to follow the 5-step process to ensure they are registered for your class.

1. **Apply** - submit an Early College Program application at apply.isu.edu. There is no cost to apply as an Early College student.
2. **Submit Parent/Guardian Permission Form** completed and returned to ECP. Three signatures needed - student, parent/guardian, and high school official. This can be faxed to 208-282-3677 when complete.
3. **Obtain username and password** through email verification once accepted or by calling the Help Desk at 208-282-4357.
4. **Register** for ISU courses through BengalWeb (bengalweb.isu.edu), go to Academic Tools, Add/Drop Classes and enter the five digit CRN associated with the course. An ISU representative will bring the CRNs to your high school or they can be found in the ISU class schedule.
5. **Request funding** from Advanced Opportunities to cover the cost of credit course.
   www.sde.idaho.gov/student-engagement/advanced-ops/

Course Add/Drop Deadlines

**Semester High Schools**

<table>
<thead>
<tr>
<th>High School Semester</th>
<th>Registration Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>October 12</td>
</tr>
<tr>
<td>Year-Long</td>
<td>October 12</td>
</tr>
<tr>
<td>Spring</td>
<td>February 15</td>
</tr>
</tbody>
</table>

**Trimester High Schools**

<table>
<thead>
<tr>
<th>High School Trimester</th>
<th>Registration and Payment Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Trimester</td>
<td>October 12</td>
</tr>
<tr>
<td>Year-Long</td>
<td>October 12</td>
</tr>
<tr>
<td>2nd Trimester</td>
<td>December 21</td>
</tr>
<tr>
<td>3rd Trimester</td>
<td>March 15</td>
</tr>
</tbody>
</table>
Application Instructions:

All high school students interested in participating in the Early College Program need to apply to Idaho State University and submit a High School Verification-Parent/Guardian Permission Form by the starting term deadline. Any student who has previously participated in the program, DOES NOT need to re-apply.

1. Go to apply.isu.edu select the “Early College” apply button

2. First time users will click on Create an account and complete a student profile. Returning users will Log In to their student profile from this page. Everyone will click on “Apply Online” and “Start a New Early College Program Application for High School Students”

3. Application:
   Entry Term: Select the term that your first dual enrollment course begins. Choose “FALL” if your course starts at the beginning of the school year (including Trimester 2), choose “SPRING” if your course begins in the Spring Semester or during Trimester 3.
   Student Type: “Early College-Taking college courses while in high school”
   Academic Program: Early College Academic or PTE Advanced Opportunities (PTE is for students taking Technical Dual Credit only)

Personal Section:
   Note: if your mail is delivered to a PO Box, please enter this instead of a street address.

Academic Plans
   Click Save & Continue

Demographics
   If applicable, you will need your or LPR & Visa Type to complete. Click Save & Continue

Family
   Please select which best applies to you

Education
   Please complete by selecting “Browse” “United States” and “Idaho” and list your city, click “Search”. Select your current high school from the drop down box.

Certification & Signature
   You will select yes to the certification questions, select your security questions and sign your application. Click “Submit Application”

4. Print, complete and return Parent/Guardian Permission Form
   This is found on the Early College Program website: earlycollege.isu.edu under “forms”

   At any point during this process you may elect to “save application” at the bottom of the page and return at a later time. You can find the incomplete application in your profile, by logging back in to apply.isu.edu, “Apply Online” in the profile & finding the started application under “My Applications”

   Please call the Early College Program Office at 208-282-6067 with any questions.

Updated 05/08/2017
Appendix J

Idaho State University

DUAL CREDIT VERIFICATION OF ELIGIBILITY AND PARENT/GUARDIAN PERMISSION FORM

This required form must be submitted in order to complete the admissions process to Idaho State University and allow a student to register for a dual credit course.

Please return via fax at (208) 282-3677 or mail to ISU Early College Program, 921 S 8th Avenue, Stop 8270, Pocatello ID 83209-8057

Student name: (legal name) Date of Birth: (mm/dd/yyyy) ______________________
Mailing Address: ____________________________________________________________
Phone Number: (_____) ______________________ Student’s E-mail Address: ______________________

- Taking a Dual Credit Class. Some high school classes are offered for Dual Credit, in which a student may earn both high school and college credit for the same class. These courses are more rigorous and may require additional study time. Once a student is admitted to the Early College Program (ECP) they have the option to take courses on an ISU campus, as long as all prerequisite requirements are met. They must submit an On-Campus Registration Request form to the Early College Program Office prior to the start of the course. For additional information and forms please visit our website at earlycollege.isu.edu.

- Prerequisites. In order to take a dual credit course, students must have met the course prerequisite. Placement test scores may be used to fulfill prerequisites for English, math, Chemistry and Physics. Passing test scores must be submitted to the Admission’s Office prior to registering for the course. Please see the Student Guide for required placement test scores.

- Payment. In order to receive college credit, a student must register and submit payment to ISU by the posted deadline for each course. Students cannot pay for and receive credit for a course after they are substantially underway or completed. ISU charges reduced fees for courses taught in a high school. Note: classes cover college-level material and may include discussions with adult themes. If a student changes their mind about taking a course for college credit they must drop the class by the payment deadline to avoid financial obligation to ISU.

- Establishing an official ISU transcript. Each ISU course that a student takes becomes part of their permanent transcript. ISU credits are generally transferable to other higher-learning institutions. Students are responsible for checking with other institutions to ensure an ISU credit is transferable and how it may apply to their chosen program. Some institutions may not accept college credits that a student earned while still enrolled in high school. When a student enrolls in a college or university after high school, they will be required to submit transcripts from any college or university they have registered for courses, even if the grade recorded is a withdrawal. For information on ordering transcripts, go to http://transcripts.isu.edu.

- Grades. The dual credit high school teacher assigns and posts final ISU grades at the end of each term. Because grading scales may vary among ISU departments, the student's ISU grade and high school grade may not be the same.

- FERPA. Students registered for college level work have certain rights under the Family Educational Rights and Privacy Act (FERPA) regardless of whether they have reached the age of eighteen. Please refer to “Student Rights and Privacy” on our website: earlycollege.isu.edu.

- PLEASE NOTE: If a student is registered for a dual credit course and transfers out of their high school class, they need to also withdraw from their ISU class, it is not done automatically. In order to avoid a low grade on their college transcript, they must complete ISU’s withdrawal procedure by the deadline. Check with instructor for course deadlines. ISU does not grant a refund for a withdrawal from a dual credit course.

For additional information see the Student Guide at earlycollege.isu.edu.

High School Verification of Eligibility:

I confirm by signing and checking the below boxes that the student listed above is eligible to enroll in dual credit courses at Idaho State University. Check all that apply:

- Student has a cumulative unweighted high school GPA of 3.0
- Student is age 16, or has successfully completed half of their Idaho High School Graduation Requirements
- I consider this student academically capable of completing college level courses
- The student does not meet the above age or GPA requirements, but please see my recommendation below:

Other considerations: I recommend the above listed student be allowed to register for dual credit coursework based upon these special considerations:

<table>
<thead>
<tr>
<th>School Official’s Signature</th>
<th>Title</th>
<th>High School Name</th>
<th>Today’s Date</th>
</tr>
</thead>
</table>

Please note: This verification is valid for the duration of the student’s eligibility for dual credit unless notification is received by Idaho State University to rescind the recommendation. Students may take courses for dual credit as long as they have not graduated and are still an Idaho High School Student.

*My child has chosen to register for dual credit through Idaho State University. I understand the information outlined above and give permission for my child to participate until they graduate from high school. I will notify ISU, in writing, if this permission is withdrawn.

**If the full balance is not paid or satisfactory payment arrangements are made before the end of the semester; the University will have the option to send the full amount plus any late fees and pre-collection fees, to a collection agency and collection fees will be added. Parent will be responsible for any collection and legal fees. Tuition and Fees are qualified as an educational loan, under I.R.C. 221, and as such, is exempt from discharge under the federal bankruptcy code, 11 U.S.C. 523 (a) (8).

***Past Due Accounts: The parent (if a student is a minor) will be responsible for any outstanding charges not covered through scholarships or grants.

Student’s Signature: ___________________________ Date: ________________

(Student who are eighteen years old are not required to submit a parent’s signature but the high school official’s verification of eligibility is still required.)

Parent/Guardian Name: (Please print) ________________________________

Parent/Guardian Signature: ___________________________ Date: ________________ Updated January 2016
On-Campus Registration Request

In order to take courses on any ISU campus, a student must be 16 years old and admitted to the Early College Program, have already taken a dual credit course in their high school, and submit a copy of their high school transcript with the registration request. Special consideration may be given to students that do not meet these requirements. The on-campus rate for ECP students during the 2018-2019 academic year is $65 per credit plus course fees, books, and parking. Registration for on-campus or on-line courses can only be done by submitting this registration form to the Early College Program Office at least two weeks prior to the start of class. Call 208-282-6067 to make an appointment to discuss course registration.

Eligible students may take any 1000 or 2000 level undergraduate course for which they have met the prerequisites. Placement test scores for English, math, and science courses must be submitted prior to registration request.

The following Information must be complete in order to process registration:

Check which ISU term and indicate the year: ☐ Fall_____ (yr) ☐ Spring _____ (yr) ☐ Summer ______ (yr)

Name: ___________________________________________ ISU ID No.__________________________

(Please print)

Email address: ____________________________ Cell Phone: __________________________

High School: ____________________________ Graduation Date: ______________________

Have you taken dual credit courses:  ___ Yes ___ No Institution:_____________________________ Term:________

<table>
<thead>
<tr>
<th>CRN</th>
<th>Section</th>
<th>Dept.</th>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
<th>Location</th>
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<tbody>
<tr>
<td>12345</td>
<td>01</td>
<td>ENGL</td>
<td>1102</td>
<td>Critical Reading &amp; Writing</td>
<td>3</td>
<td>REND 104</td>
</tr>
</tbody>
</table>

*Early College students are limited to seven (7) credits per academic term unless special permission has been granted by the Early College Program Office.

Dual credit courses allow a high school student to earn both high school and college credit. Grades for courses taken on-campus will be sent to the high school to be posted on your transcript. Check with your high school counselor to be sure the course fulfills a high school graduation requirement.

Students are responsible for submitting payment by the appropriate deadline. Students are NOT dropped for non-payment for Early College classes including those offered on campus. Once the student is registered, they may access BengalWeb to drop (by the payment deadline) or withdraw from the course before the established deadline. Once registered, students are subject to financial and grade implications for the course.

Student Signature: ___________________________________________________________ Date: __________________

Parent Signature: ____________________________________________________________ Date: __________________

(Signature is required if student is under 18)

School Counselor Signature: ___________________________________________________ Date: __________________

ECP Director Signature: ________________________________________________________ Date: ________________
Assumption of Risk, Release and Liability Waiver Form for Enrollment of Minor Students

I, __________________________ (Minor Student) and I, __________________________ (Parent or Legal Guardian) want the Minor Student to take classes at Idaho State University (ISU). The Parent or Legal Guardian represents that the Minor Student is not yet 18 years of age; that he or she is the Parent or Legal Guardian of the Minor Student; and that he or she is legally competent to sign this form on behalf of the Minor Student. The Parent or Legal Guardian and Minor Student (collectively “We”) agree to the following representations, understandings and agreements:

1. We understand that the law and culture of higher education generally presume that university students are mature adults capable of independently evaluating their environment and independently attending to their needs. We understand that the Minor Student will voluntarily enter into an adult environment; that ISU will treat the Minor Student as an adult within that environment; and that the Minor Student accepts fully the rights and responsibilities of an adult within that environment. We understand that expectations that We may have for support and service(s) from the Minor Student’s experience in secondary education will often not be appropriate or available in the university setting. In particular, We understand that the Minor Student will be taking college level courses and that the academic environment will encourage free discussion and open inquiry of sometimes controversial subjects.

2. We represent that the Minor Student has the emotional and intellectual maturity necessary to participate beneficially in the university environment. We have access to, and agree to follow, all ISU policies and procedures and, if the Minor Student indicates that he or she cannot adapt to that environment, We agree to withdraw, and/or permit ISU to remove, the Minor Student from ISU.

3. On behalf of ourselves, our family, heirs and personal representative(s), We understand and agree that ISU will treat the Minor Student as an adult; that We have had a reasonable opportunity to consider the risks of a Minor Student participating in the adult and independent learning environment of ISU; and that We assume all such risks regarding the Minor Student’s participation at ISU.

4. To the fullest extent permitted by law, and in consideration for the Minor Student being allowed to enroll as a non-degree seeking student, We, on behalf of ourselves, our heirs, representatives, executors, administrators, and assigns (the Releasing Parties) hereby agree to hold harmless, release, and covenant not to sue the State of Idaho, its State Board of Education, and/or Idaho State University, and their respective officers, employees, volunteers, and agents (Released Parties) for any and all liability for harm, injury, loss, or damage of any kind that We may have or that may hereafter accrue to us, directly or indirectly, related to the Minor Student’s enrollment at ISU. We further agree to defend and indemnify the Released Parties and each of them from any claims, demands, actions, damages, costs, fees, or expenses arising out of losses suffered by us or caused by us that are brought now or in the future by the Releasing Parties or any of them, or by a third party.

We have read the above form, We understand its terms and conditions, and We intend to be bound by it from the date of signature below until the Minor Student reaches his or her eighteenth birthday and is no longer a minor.
As the Parent or Legal Guardian of the Minor Student, I represent and warrant that I have the legal right to execute this document on behalf of the Minor Student, and that this document, once executed by me, is fully enforceable in accordance with its terms. I agree to indemnify the Released Parties in the event this representation is not accurate.

Signature of Minor Student ___________________________ Date ___________ Date of Birth ___________

Signature of Parent or Legal Guardian ___________________________ Date ___________

NOTARY REQUIRED:

State of _________________

County of _________________

On this _____ day of ______________________, in the year 20____, before me personally appeared ________________________________, known or identified to me and whose name is subscribed to the within instrument, and acknowledge to me that he/she executed the same.

______________________________
Notary Public

Residing in: ________________________________

(Seal) My commission expires: _____________