Rural U Dual Enrollment Faculty Guide

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* This faculty handbook reflects the most current information about Rural U at the time of publication. The University of Maine at Fort Kent reserves the right to revise, amend or change items set forth in this handbook from time to time. Accordingly, readers of this handbook should inquire whether any such revisions, amendments or changes have been made since the date of publication. The University of Maine at Fort Kent reserves the right to cancel course offerings, to set minimum and maximum sizes of classes, to change designated instructors in courses, and to make decisions affecting the academic standing of anyone participating in a course or program offered by the University of Maine at Fort Kent.
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*Rural U Website: http://ruralu.umfk.edu*
Welcome

Dear Rural U Dual Enrollment Faculty,

If you are a new Rural U faculty member, it is my pleasure to welcome you as a member of the University of Maine at Fort Kent Rural U team. If you’re a returning member of the Rural U faculty, then I am pleased to unveil our new Dual Enrollment Faculty Handbook. Rural U is an exciting early college and dual enrollment program that provides college-level learning to high school junior and seniors in all corners of the State of Maine. Your work in the program has and will continue to help more high school students in Maine to develop college aspirations and will provide students with a more affordable pathway to college all the while enhancing their high school experience.

All of the work we do in Rural U is guided by the accreditation standards of the National Alliance for Concurrent Enrollment Partnerships (NACEP); the only dual enrollment accrediting body in the United States. Most of our philosophy, our approaches, our policies and requirements are based on NACEP and with your help, we hope to achieve accreditation in the very near future.

The attached Dual Enrollment Faculty Handbook is meant to be part of a broader orientation to our program for new dual enrollment faculty. It is also a refresher and guide to our expanded requirements regarding course and dual enrollment faculty evaluations and required professional development activities – all of which are predicated on NACEP accreditation standards.

Please take the time to review this handbook carefully. It is meant to help guide you in all of our processes. That being said, we also welcome you to contact our office with any questions you may have and please feel free to do so at any time.

Jennifer and I look forward to working with you.

Sincerely,

Scott Voisine
Dean of Community Education

Jennifer Parizo
Community Education Specialist
About The University

On February 21, 1878, Maine governor Selden Connor approved and signed an act which would establish a training school for teachers in the Madawaska territory. This step meant that people in the region could be trained so they could teach at schools within the territory, and thus begin educating and "Americanizing" the people of the St. John Valley. An amount of $1000 was set aside in the state treasury to establish and maintain what became commonly known as the Madawaska Training School.

Throughout its years as the Madawaska Training School, the University of Maine at Fort Kent saw multiple expansions, curriculum additions, and a total of three principals. New dorms and classroom facilities were built, and changes were made to include a normal school curriculum in 1927, with the program being expanded in 1934 and again in 1948. The last principal to serve the school under its name of Madawaska Training School was Richard F. Crocker, who served the school from 1926 to 1955. It was under him that the training school saw the most change. The normal school curriculum was added under him, enrollment expanded significantly, a physical education program and several sports programs were added, as well as the construction of a new gymnasium.

Since becoming the University of Maine at Fort Kent in 1970, the school has continued to see changes, both physically and academically. A variety of liberal arts majors and minors have been added throughout the years. Originally established as a teaching school, UMFK's teaching program remains one of the strongest in the state. However, programs such as Applied Forest Management, Electronic Commerce, Public Safety Administration, Nursing, Computer Applications, Behavioral Science, Biology, Business Management, English, Environmental Studies, French, Social Science, Criminal Justice and Human Services are also available to students.

With a vast assortment of programs available, the school's enrollment has continued to increase exponentially, while still maintaining its reputation of a quality education and personal attention to students' needs. Even today the school continues to expand, including the building of Violette Camp for Environmental Studies, the construction of Nadeau Hall to house the Nursing Department and a Technology Center in 2001, renovations to Cyr Hall in 2002, the construction of a new building to house the Acadian Archives and administrative offices slated to begin in 2003, and the construction of a new residence hall facility. In the past 125 years of the school's existence, it has grown from an enrollment of approximately 46 people per semester in the first year to an estimated 900 per semester in recent times. A university of continued academic growth and diversity, the University of Maine at Fort Kent's growth has been greatly influenced by the rich history of itself and the region it serves. Born of the need to educate the local culture, the University of Maine at Fort Kent continues to live up to its history of academic excellence. Though it now serves the global community, UMFK will always be a part of the rich cultural history of the St. John Valley.

* Historical information referenced from "UMFK: A Century of Progress" by Roger Grindle.
Mission Statement

The University of Maine at Fort Kent will nurture and engage a diversity of learners and aspiring professionals in Maine’s rural communities and beyond through affordable, technologically-enhanced, and professionally-focused educational programs.

Accreditation

The University of Maine at Fort Kent is accredited by the New England Association of Schools and Colleges, Inc., a non-governmental, nationally-recognized organization whose affiliated institutions include elementary school systems through collegiate institutions offering post-graduate instruction.

Accreditation of an institution by the New England Association indicates that it meets or exceeds criteria for the assessment of instructional quality periodically applied through a peer group review process. An accredited school or college is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. While institutional accreditation does not guarantee individual competence of students, it does provide reasonable assurance about the quality of opportunity available.

Inquiries regarding the status of any of the institution’s accreditation should be directed to the Vice President for Academic Affairs.

The University is currently aligning all Rural U dual enrollment program procedures and policies with standards set forth by the National Alliance of Concurrent Enrollment Partnerships (NACEP).
Understanding Rural U Early College & Dual Enrollment at UMFK

Throughout the evolution of early college initiatives in Maine, UMFK has become a leader in providing quality early college and dual enrollment experiences. What started in the campus’ backyard has expanded to more than half the high schools in the state.

There are six programs under the Rural U umbrella: AP4ALL, The Bridge Year, Dual Enrollment, Early College Maine Aspirations, Pleasant Street Academy, and Rural U Down East. In all programs tuition is free but students are responsible for fees and textbooks, when necessary. Students must be a high school junior or senior in good academic standing or have the recommendation of a school official in order to register for Rural U courses.

AP4ALL – In the fall of 2015 the Maine Department of Education and the University of Maine at Fort Kent partnered to dually enroll a number of AP4ALL courses. Students now have the choice to take the AP exam at the end of the course, or to dually enroll in the course for UMFK credit. AP4ALL courses are all taught online by Maine certified teachers qualified and approved as UMFK adjunct faculty. Awarding of credit is based upon the successful completion of the course and is not dependent on the student taking the AP exam.

Bridge Year – Rural U has partnered with The Bridge Year program to expand opportunities to the Aroostook and Washington County areas.

Dual Enrollment courses are taught at partner high schools by teachers approved as adjunct faculty. This opportunity allows students to gain exposure to the academic challenges of college life while still in a supportive high school environment. Students earn both high school credit and college credit for the successful completion of each dual enrollment course.

Early College Maine Aspirations students take live or online classes for college credit and high school core or elective credit. UMFK works with school partners to ensure that appropriate student and academic support structures, both at school and on campus are in place.

Pleasant Street Academy – Established in 2011, Pleasant Street Academy is Maine’s first early college high school model and is a partnership between the University of Maine at Fort Kent and Fort Kent Community High School. Students enroll in PSA as juniors and seniors and have the opportunity to up to 33 credits by graduation. All classes are taught at UMFK by UMFK faculty and at FKCHS by teachers approved as adjunct faculty.

Rural U Down East – Established in 2016, Rural U Down East is a partnership between UMFK and UMM. Rural U promotes online courses offered by UMM. UMM has different program
policies and procedures that will be followed when students are enrolled in a Rural U Down East course.

**Student Eligibility** Rural U adheres to the policies and procedures set forth by the Maine Department of Education’s Maine Aspirations program.

All public and homeschooled high school juniors and seniors in good academic standing, or with the recommendation of a school official, can participate in the Rural U program. Students are eligible to take up to 12 credits per academic year – no more than 6 per semester. The total number of credits students take is comprehensive of all campuses for which they are enrolled. It is the schools responsibility to ensure students do not enroll in more than six credits each semester. Maine Aspirations pays for half the tuition on all qualified courses and UMFK grants a scholarship for the other half. Students and their families are responsible for fees and textbooks, when required. In some situations students may end up enrolled in 7-8 credits in one semester, due to labs. UMFK will allow students to enroll in those courses and will continue to scholarship half tuition. In addition to course fees and textbooks, students and their families are responsible for the half of tuition not covered by the Maine Aspirations program.

Private high school juniors and seniors in good academic standing, or with the recommendation of a school official, can participate in the Rural U program. Students are eligible to take up to 12 credits per academic year – no more than 6 per semester. UMFK will grant a scholarship for half tuition on all qualified courses. Private students are not eligible for participation in the Maine Aspirations program. Students and their families are responsible for the half of tuition not covered by Maine Aspirations and for fees and textbooks, when required.

Students interested in participating in the Pleasant Street Academy program must complete an Accuplacer Placement Test. Students must pass at least two of the three tests to be eligible for the program. If more than twenty students pass, all qualified names will be entered into a blind lottery, to be determined by the Pleasant Street Academy Advisory Committee.

**In the AP4ALL program,** The Maine Department of Education will provide textbooks and materials to all students eligible and enrolled in Rural U – AP4ALL program free of charge.

**Rural U Tuition and Fees** Maine Aspirations pays for half tuition of all qualified courses for all public and homeschooled high school juniors and seniors. UMFK grants a scholarship for the other half. Students that are not covered by Maine Aspirations are charged for half the tuition on all credits. Half tuition is $110 per credit. Fees are $84.00 per 3 credit course.
Enrollment & Registration Process

**Student Expectations:** All students participating in Rural U course(s) will be expected to follow all of the guidelines and procedures as regular, matriculated University students. A complete description of all these policies can be found in the Student Handbook online. Dual enrollment instructors are encouraged to review and enforce as appropriate.

**Prior to enrollment** – Some schools require students and their families to complete a Parent Approval/Permission Form. UMFK provides a permission form template that schools may modify to fit their needs. Forms are to be used for school record keeping and will never be collected by UMFK.

**Early College:** All students interested in participating in early college courses offered by UMFK must meet with their school counselor and talk with their parent/guardian(s). Upon approval, the school counselor will fill out and submit the online registration form. Once the student is registered for the course(s) a Welcome Letter is sent via email with information concerning account activation, book purchasing, cost and billing policies, etc. After the semester begins, students will have the opportunity to add or drop courses. All changes must be completed by the add/drop deadline. If a student is interested in participating in early college courses offered by UMM, please note UMM has different fee, application, and program policies, procedures, and processes.

**Dual Enrollment, Pleasant Street Academy, & AP4ALL:** All students interested in participating in dual enrollment courses offered by UMFK must meet with their school counselor and talk with their parent/guardian(s). Upon approval, the school counselor or designated school official will fill out and submit via email to the Community Education Office the dual enrollment roster. One roster is filled out per dual enrollment course, except in the case of AP4ALL. AP4ALL will provide one roster with all student information to the Community Education Office. Only students seeking college credit should be on the dual enrollment roster. Students not interested in college credit should not be on the dual enrollment roster. If a student is included on the roster, it is University policy to assume the student and their parent/guardian(s) were notified of the expectations and obligations associated with being enrolled in a Rural U course.

Rosters should be submitted by the first day of classes at UMFK, unless otherwise directed. Due to late start, technical and vocational centers will have an additional two weeks to turn in rosters.
Once registered, all students enrolled in a dual enrollment course(s) will be sent a Welcome Letter via email with information about program policies and procedures and student responsibility.

One week into the course the Community Education Office will reach out to dual enrollment faculty for **roster verification. Any discrepancies must be reported to Rural U program staff immediately.**

After the semester begins, students will have the opportunity to add or drop courses. All changes must be completed by the add/drop deadline, which is delayed by one week for dual enrollment students.

**Adding a Course** Students wishing to add a course(s) may do so within the “Add” period in the first week of the regular term or session. Students must contact their counselor, or designated Rural U contact, who will then get in touch with the Community Education office to add courses.

**Dropping a Course** Students wishing to drop a course may do so during the Add/Drop period. There are no academic or financial implications if a course is dropped within the Add/Drop period. Students must contact their counselor, or designated Rural U contact, who will then get in touch with the Community Education office to drop courses.

**Course and Term Withdrawal** A course dropped after the Add/Drop period is called “course withdrawal”. Students that withdraw from courses are still responsible for course fees and will receive a W in place of a grade on their UMFK transcript. Failure to withdraw by the withdraw deadline will result in the assignment of a grade for each course involved. Merely ceasing to attend classes does not constitute an official course withdrawal.

Students wishing to withdraw from a course after the Add/Drop period must contact their counselor, or designated Rural U contact, who will then get in touch with the Community Education office to withdraw the student from their course(s). The effective date of withdrawal is the date the Community Education Office submits the withdrawal request form or when you send an electronic request to the Community Education Office.

**Withdrawal for Health Requests** In the case of a serious illness, injury, or medical condition that results in an extended absence from a Rural U course, students may withdraw without penalty. Withdrawal for health reasons must be received by Rural U staff in writing (email is acceptable) and must be accompanied with appropriate documentation. Health withdrawal requests can be made up to the last day of class.

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*Rural U Website: http://ruralu.umfk.edu*
Billing All accounts are carried in the name of the student. Students will receive one paper bill each semester they are enrolled. Billing statements will be mailed directly to the student from the Community Education Office after the Add/Drop period. Notification will be sent out to the student and school contacts from the Community Education Office via email. Any bill received prior to this notification should be disregarded. An electronic copy of student invoices will also be sent to the school contact.

Making Payments The University accepts MasterCard, Visa, debit cards, ACH (check payments directly from your checking), and wire transfers. Payments may be made in person, by mail, by phone, or by using Mainestreet Self-Service. Please note dual enrollment students do not have access to Mainestreet. Do not send cash payments by mail. Checks should be made payable to the University of Maine at Fort Kent and can be mailed to: The University of Maine at Fort Kent, c/o Business Office, 23 University Dr. Fort Kent, ME 04743.

Payment Plans For students experiencing financial difficulty, convenient monthly payment plans are available through the One Stop Center. Payments are calculated in four or five equal installments. To enroll, a non-refundable payment fee of $30.00 is required. Further details are provided at the time of student billing, or by calling the One Stop Center. Students and families experiencing financial hardship can set up a conditional payment plan by talking to the One-Stop.

Credit Transfer The University of Maine System has established articulation agreements so students can transfer credits from one UMS institution to another and within the Community College System without difficulty. UMFK students have been successful transferring UMFK credit to other institutions in Maine. Students wishing to transfer credit to another institution outside the UMS and Maine will need to check with that college/university’s transfer policy. Generally, colleges/universities will only accept transfer credit for courses passed with a C or better.

Benefits of Early College and Dual Enrollment for Students

✓ College equivalent courses are taught by high school faculty on the student’s high school campus.
✓ Earn college credits while attending high school and begin college with credits.
✓ Improves abilities and skills to complete college-level work.
✓ Increases confidence from success in college-level courses.
✓ Experience college-level expectations from equivalent curriculum and assessment.
✓ Decreases the overall cost of obtaining a post-secondary degree.
✓ Decreases the overall time to completion of a college degree.
Becoming a Rural U Dual Enrollment Faculty Teacher

Rural U dual enrollment teachers at partnering high schools volunteer to teach University of Maine at Fort Kent college courses at their high school. These teachers must be approved as UMFK Adjunct Faculty and meet academic department requirements for teaching the college course.

Rural U instructors seeking approval must have a minimum of a Master’s degree in their field or another Master’s degree with 5-10 years teaching experience with significant undergrad and graduate preparation in that field of study. For a full list of approval requirements please refer to the Rural U website.

Rural U Dual Enrollment Faculty Liaison Rural U dual enrollment faculty liaisons are UMFK faculty members that have been assigned to assist and observe dual enrollment courses. Faculty liaisons act as a resource for Rural U dual enrollment teachers by answering questions, providing important updates to curriculum and department policy, etc. At all time, faculty liaisons advocate the Rural U partnership.

In some cases faculty liaisons may wish to share teaching resources and discussions only available in Blackboard, the University’s online course management system. Dual enrollment teachers will need to have a University of Maine system account in order to access information. To obtain a University of Maine system account teachers must fill out and submit a Person of Interest (POI) form to the Community Education office. A POI form is available upon request. Please note, approval can take several weeks.

Rural U Dual Enrollment Teacher Orientation and Professional Development Newly approved Rural U Dual Enrollment Faculty will complete a New Course Orientation for each course they are teaching. Orientations are meant to be a tool to familiarize dual enrollment teachers with the course content and expectations of a teaching a UMFK course.

Discipline specific meetings will be held annually on campus, or via technology. The purpose of these meetings is for Rural U faculty and UMFK faculty to connect and discuss course curriculum, syllabi, pedagogy/philosophy, and common assessment, as well as student course evaluations, and site visits.

Course Textbooks Ideally, the textbook listed in the master syllabus provided to potential dual enrollment faculty will be utilized in the course; however, the University recognizes that it will not be possible for all school districts to use the college’s text for a particular course. The text and supplemental materials used in Rural U dual enrollment courses must allow the dual enrollment faculty member to cover the course competencies at rigor and depth appropriate to college level learning. During a classroom visit, one of the responsibilities of a UMFK Faculty
Liaison is to ensure that the text and supplemental course materials will allow all course competencies to be realized.

**Expected Learning Outcomes and Course Competencies:** Each course is built around several learning objectives which are supported by course competencies. The competencies are the core of the course and all competencies must be taught to complete the course.

**Student Assessment and Grading:** The University is required to demonstrate that equivalent learning is taking place in all sections of the University’s courses and consistent student assessments helps the University to meet that standard. Dual enrollment courses must utilize similar modes of assessment as their UMFK counterpart.

The syllabus indicates the grading scale for the Rural U dual enrollment course. If your high school grading scale is different than the University’s grading scale, you will have to submit two grades for the Rural U Dual Enrolled student – a high school grade and a University grade. There is no requirement that the school district change its grading scale to reflect the college’s grading scale.

For courses that do not include a grade scale in the master syllabus, a generic University grade scale will be provided and must be used. The University grade scale can also be found on the Rural U website.

**Student Course Evaluations:** The University of Maine at Fort Kent is accredited by the New England Association of Schools and Colleges (NEASC). NEASC requires students to complete an evaluation for all UMFK courses. This includes courses on campus, online, and the Rural U dual enrollment courses taught in high schools. Rural U Dual enrollment teachers must conduct end-of-term student evaluations, which will be provided to you prior to the end of your class. These evaluations are comprised of questions focusing on the content of the course and are not an evaluation of your teaching methods. The survey data is analyzed and used by UMFK for internal program and course improvement; it is not shared with high school administration. It is critical that Rural U faculty encourage students to complete this survey.

**Grading:** All grades should be sent to Scott Voisine, Dean of Community Education, or Rural U program staff. Grades should be in letter format, following the grade scale provided to you prior to teaching a dual enrollment course. Grades that are still in numerical format will not be accepted. Grade entry will be completed by the Dean of Community Education.

All students on your course rosters need to be assigned the grade they earned. Your final grade entry should not be submitted without an assigned grade for each student. It is important to monitor your grade rosters throughout the semester and inform students of add, drop and withdrawal deadlines (outlined later). If you submit grades without assigning all students a
score, you and your high school administration are required to submit detailed documentation for any missing assessments. In the event you are teaching a four credit course with lab, you will need to submit two separate grades to UMFK – one for the lecture part of class and one for the lab part of class.

**Site Visits** Rural U Faculty Liaisons determine whether the complete University curriculum is being covered at the high schools with equivalent quality and rigor. Faculty Liaisons also help dual enrollment teachers identify strengths and areas for improvement, keep them updated on any changes to the curriculum or department policy, and share teaching styles and materials.

During the site visits, Rural U Faculty Liaisons are to observe and assess Dual Enrollment courses. Faculty Liaisons may also function as a guest speaker and/or team-teacher during site visits. This should be determined before the site visit takes place. During the visit, the faculty liaison may ask to see examples of exams, lab activities, and any other artifacts that will aid in determining if the course outcomes are being met.

A site visit takes place in the Dual Enrollment teacher’s school building on a regular school day. The visit is defined as the time spent at the high school observing a class, presenting information to students, or conferring with the Dual Enrollment teacher. Site visits are **not** an evaluation of you as a teacher. Site visits are conducted to determine if the course being taught is equivalent to the on-campus course. An observation report will be shared with the Rural U Dual Enrollment teacher upon completion of the visit and may outline recommendations for improvement.

If the Rural U Faculty Liaison determines the course cannot be considered equivalent to the on-campus course, the Faculty Liaison and Rural U staff will work with the dual enrollment teacher on the recommended course modifications. A second site visit may be scheduled. Failure to respond or implement the necessary modifications by the second visit can result in the termination of dual enrollment teacher eligibility.

**Site Visit Procedure & Guidelines**

- Rural U Staff will contact the Rural U Dual Enrollment teacher to schedule a meeting with and visit from the Rural U Faculty Liaison. Schools at a distance may be “visited” using distance technology (i.e., Skype, Google Hangouts, etc.).
- Faculty Liaisons will observe the entire course.
- Faculty Liaisons will complete the Rural U Site Visit Report Form, share the form with the Rural U teacher, have the Rural U teacher sign the form, and present a copy of the form to the Community Education Office at UMFK.
• Faculty Liaisons will follow-up with the Rural U teacher regarding any suggestions or questions. Feedback should be provided to the Rural U teacher within one week of the visit. The follow-up may take the form of an email, phone call, or – if necessary – an additional visit. Faculty Liaisons will document the follow-up on the Rural U Follow-Up Form or provide a summary of your discussion.

• Faculty Liaisons will report any significant items/issues to the Dean of Community Education upon completion of the visit so an improvement plan may be developed.

If the Rural U Faculty Liaison determines the course cannot be considered equivalent to the University course, recommendations are outlined on the site visit report that is provided to the Rural U teacher. The Faculty Liaison will work with the Rural U teacher on the recommended course modifications and a second site visit is scheduled. If the Rural U teacher does not respond to the Faculty Liaison or fails to implement the necessary course modifications by the second site visit, the Dean of Community Education will send a letter to the Rural U teacher and their school informing them their name will be removed from the list of faculty eligible to teach Rural U dual enrollment courses with an effective date.

**Course Evidence** At the end of each semester, Rural U Dual Enrollment Faculty are required to send a collection of documents proving the course meets the University course curriculum and rigor. Electronic documentation is preferred and can be sent to Scott Voisine, Dean of Community Education, by email voisine@maine.edu. Hard copy evidence can also be sent by mailing information to 23 University Dr. Fort Kent, ME. 04743. Documentation should be student samples of papers, projects, quizzes/tests, grading rubrics, and syllabi, etc.

**Substitute Teacher & Student Teacher Policy** In the event that an approved high school teacher will be out of school for an extended absence (longer than 1 week), the high school will notify the Community Education office immediately. The Dean of Community Education and the appropriate UMFK administrative persons will determine if the course will continue or if the course will be cancelled.

Student teachers can assist (i.e., team teach) and observe the dual enrollment teacher. Student teachers may not, under any circumstance, teach the dual enrollment course.

**Noncompliance Policy** The expectations outlined in this handbook are subject to change. Any dual enrollment teachers that fail to comply with their respective responsibilities will first be cited for noncompliance with a verbal warning, followed by a written warning shared with the sponsoring school administration. After three cited incidents of noncompliance the University of Maine at Fort Kent has the right to terminate dual enrollment teacher eligibility.
Student and Campus Services

Activities and Student ID  The Student Affairs Office is the hub for all activities, entertainment, and enrichment at UMFK. Their mission is to create activities that are exciting and that cover a broad range of topics including cultural and social diversity, environmental stewardship, community development, personal health and development including recreational activities, life skills, community service, and just plain awesome fun!

All local Rural U students are given a UMFK Bengal Badge (student ID) at the beginning of the semester. If students continue to take Rural U courses they must have their ID “validated” by the Student Affairs Office. Validation is a sticker with the current semester/year that is placed on the back of a student ID badge. Rural U students can attend University student events with a valid ID and may receive discounts at some local establishments.

Exceptions: if an event takes place in the residence halls, or if an event is for a 21+ crowd, Rural U students are not allowed to attend. Due to insurance limitations, Rural U students are not allowed to use the UMFK Sports Center athletic equipment.

Library  Faculty, students, and staff have access to over three million titles across the state of Maine through the online URSUS and MaineCat catalog systems. The campus community has over 40,000 electronic journals, as well as subject-specific and general databases providing indexed and full text materials from any computer with internet access. Through consortia agreements across the University of Maine System, Blake Library patrons are able to view, and in many cases download, eBooks that support the various programs taught at UMFK. In addition to the electronic and traditional resources, library staff actively collects non-traditional materials such as DVDs and Audio Books that offer support for the University’s programs, as well as downtime fun for the campus community. All information is accessible through the Library website. Rural U students and Dual Enrollment teachers also have the Rural U in Association with UMFK Resource Guide, created by UMFK Library Staff. The Resource Guide is a directory of common resources across the state of Maine to which Rural U students and instructors have access.

Learning Center  The Learning Center is an open learning environment that engages students for success, while maintaining a welcoming and supportive atmosphere where students can collaborate with peers, tutors, faculty, and staff. Rural U students not located near campus are able to access the peer-run writing lab and tutoring services via distance technology. All services are free to students. Appointments may be made online or by calling the Learning Center 207-834-7530. Students that wish to make an appointment online will need to log into their UMFK Portal.
**Disability Services** The University of Maine at Fort Kent does not discriminate on the basis of disabilities in the recruitment and admission of students, the recruitment of faculty and staff, and the operation of any of its programs and activities. Students with a documented disability, who need academic accommodations, are encouraged to meet with the appropriate school administrators. Accommodations can only be made by the high school, but UMFK will work with school partners to provide accommodations when necessary.

**UMFK Help Desk** can assist students and schools with any technical question they may have. Students that need help activating an account, resetting a password, connecting to the internet, or troubleshooting Blackboard are encouraged to contact the Help Desk by phone, 834-7818, or email helpdesk@maine.edu.

**Student Email:** In order to meet the academic and administrative needs of the University community, the University of Maine at Fort Kent has established email as a primary means of official communication to all of its students, accepted and/or enrolled. **Rural U online early college students** are required to activate and regularly monitor their official university assigned email account. It is a violation of University policy for any user of official email addresses to impersonate a University office, faculty/staff member, or student. **Rural U dual enrollment students** are not given access to a University email account.

- Students are responsible for activating their assigned University email account. [The Account Activation](#) web site has been designed for this purpose.
- Students are expected to check their email on a frequent (daily) basis in order to stay current with University-related communications.
- Students have the responsibility to recognize that certain communications may be time-critical.
- Students should never use email to communicate confidential or sensitive information. To minimize risk, confidential information may be made available through special links that are password protected. The University will never ask for student passwords.

**Academic Policies and Procedures**

**Student Conduct** UMFK students are expected to conduct themselves as responsible adults. The UMFK student is a responsible community citizen who:

1. exhibits the personal attributes of honesty and integrity,
2. exercise the highest degree of care and concern for the physical and emotional safety and well-being of others in the University community,
3. abides by all policies of the University and fulfills all contractual agreements, and
4. abides by the civil laws of the town, county, state, and nation.
Students whose behavior does not conform to these standards may face disciplinary action following due process. Complete student life policies and disciplinary procedures are contained in the current UMFK Student Handbook and the University of Maine System Student Conduct Code.

**Academic Honesty** - Honesty and integrity are vital to the functioning of the academic process. Students are expected to follow the procedures established in each class, in each assignment. Each student will submit only his or her own work with inclusion of proper attributions where appropriate. Faculty must be clear about their expectations for individual and collaborative assignments. Students who work collaboratively with other students must acknowledge the work of all students to a project. Students who plagiarize work from any source are subject to serious consequences ranging from failing an assignment to being dismissed from the University depending on the circumstances. Normally, students will not fail an entire course because of one incident, but repeated incidents will result in more serious consequences.

**Plagiarism** The spectrum of plagiarism is a wide one. At one end of the spectrum is word-for-word copying of another’s writing without enclosing the copied passage in quotation marks and identifying it in footnote or reference. More often, plagiarism results from patching together passages from various sources, the writer’s major contribution being the cement to hold the pieces together. Another example is the paraphrasing or abbreviation of someone else’s ideas or the restatement of someone else’s analysis or conclusion without acknowledgement that another person’s text has been the basis. Weaving these “borrowed” ideas into the text without referencing the original source is plagiarism. Today’s electronic sources make it easier to download material and present it as one’s own without making any or only minor changes. It is the responsibility of each student to become familiar with the definition of plagiarism and not commit this error out of ignorance.

**Attendance** The University and its faculty are firmly committed to both regular classroom attendance and participation in University-sponsored extra-curricular activities. Each professor will specify the attendance and absence policy as part of the written syllabus distributed at the beginning of the course. Students seeking an excused absence from class must obtain excused state – in advance whenever possible – from the professor of the class, find out their obligations, and schedule makeup work if necessary.

If it is not possible to speak to the professors prior to an absence the student must, within a day or two of return to campus, consult with the professor(s) of the course(s) involved. It is the student’s responsibility to set up consultations and to meet the obligations and deadlines established by the professor.
Deferred Grade Due to the nature of dual enrollment and some early college courses, instructors may assign grades of “DG” (Deferred Grade). For dual enrollment courses a DG will be removed as soon as the grades are processed by Rural U program staff. Grade submission for dual enrollment grades occurs in January for the fall semester and June for the spring semester to align with the high school schedule. For early college courses DG’s must be removed before the close of the semester or summer following the semester. Grades of DG left unchanged after that period of time will be converted to grades of F.

Transcript A student’s complete academic work is listed on the Academic Transcript. A student may request a transcript to be sent to a third party by completing the “Request a Transcript” form online. There is a $3.00 fee for requesting an official and/or unofficial copy be mailed and a $6.00 fee for faxing a transcript. Official transcripts will not be released if the student has an outstanding balance at the Business Office. All Rural U online early college students will have a copy of their unofficial transcript mailed to their high school at the end of each semester they are enrolled for their high school records. Rural U Dual Enrollment unofficial transcripts are available to schools upon request.

Illegal File Downloading and Bandwidth Use on UMFK Campus All students who use the UMFK computer network must be aware that downloading music, movies, images, and other digital, copyright-protected files without paying for them is illegal. Doing so constitutes the theft of copyright protected material and is punishable by serious fines. Watch dog companies and agencies that monitor computer networks and IP addresses inform us when someone on our network is downloading copyright protected songs, movies, and other material. These activities are illegal and are in violation of the UMS Student Conduct Code. Do not allow others to use your computer for such activity. You are the person responsible for your device and your log-in information; if someone else perpetrates illegal activity or with your log-in, you will be held responsible. As proprietors of the computer network, UMFK is required to respond to these infractions. Please understand we are doing this not only for our protection, but yours as well.

- First offense: Your access to our network will be suspended until you are able to talk to the Associate Dean of Student Life and Development who will give you an official warning. After this warning, your access will be suspended for one full calendar week; commencing on the day of your consultation with the Associate Dean of Student Life and Development or his designee.
- Second offense: You will be charged for violating the UMS Student Conduct Code and the sanction will include a 90-day suspension of your network access. Please note this suspension will not prevent you from completing academic work on our campus computers in our labs, but it will prevent access from your personal wireless devices.
• Third offense: You will be charged for violating the UMS Student Conduct Code and you will be permanently suspended from our network.

**Sexual Assault Policy** The University of Maine at Fort Kent will not tolerate any form of rape or sexual assault. Any unwanted physical contact, or threat of such contact, constitutes sexual assault. Alcohol, drugs, peer group pressure, consent on a previous occasion, or ignorance of University policy will not serve as justification for such actions.

In the event of sexual assault or rape, students should seek the support and assistance of another person immediately. The University provides a number of resource people including the Student Support Services Counselors, the Residence Life Staff, and the Associate Dean of Student Life and Development, all of whom are aware of the need for sensitivity and confidentiality. Students may also use the Sexual Assault Helpline by calling 1-800-432-7805.

**Sexual Harassment** Sexual harassment of either employees or students is a violation of federal and state laws. It is the policy of the University of Maine System that no member of the University community may sexually harass another. In accordance with its policy of complying with non-discrimination laws, the University of Maine System regards freedom from sexual harassment as an individual student right which will be safeguarded as a matter of policy. Any employee or student will be subject to disciplinary action for violation of this policy. Incident of sexual harassment should be reported promptly to campus EEO officer, or to the Associate Dean of Student Life and Development.

**Campus Parking Policy** A detailed description of the Campus Parking Policy is available online. Click here for a copy of the parking map. The hours of enforcement for the parking designations are from 7 AM until 5 PM, Monday through Friday in all lots except residence halls, which is enforced 24 hours a day, 7 days a week.

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**University of Maine System Student Conduct Code**

All students, including Rural U students, are expected to abide by the same Code of Conduct as traditional UMFK students and are responsible for becoming familiar with the Student Policies and Procedures outlined in the Student Handbook. **In cases of dual enrollment, jurisdiction over a student’s conduct will be determined in consultation with appropriate officials at the student’s high school.** The Student Conduct Code is updated frequently. To make sure you have the most updated version please visit the Student Affairs website and download the [Student Conduct Code PDF](#).

**Policy Statement** The University of Maine System Student Conduct Code seeks to promote the pursuit of activities that contribute to the intellectual, ethical, and physical development of the individual under the auspices of the University of Maine System (hereinafter referred to as...
“University” and the individual campuses and to ensure the safety of persons engaging in those pursuits. It further seeks to protect the free and peaceful expression of ideas and to assure the integrity of various academic processes.

It is expected that students will conduct their affairs with proper regard for the rights of others and of the University. All members of the University community share a responsibility for maintaining an environment where actions are guided by mutual respect, integrity, and reason.

All members of the University are governed by System policies, local ordinances, and state and federal laws. For specific governing documents, students and/or campus organizations may wish to refer to the University Policies and Procedures manual, campus student handbooks, campus residence hall contracts, and related notices and publications. Individuals in violation of state and federal law are subject to prosecution by appropriate state and federal authorities regardless of whether the activity occurs on or off campus. In addition, the student may be subject to disciplinary action by the University pursuant to this code. THE SEVERITY OF THE IMPOSED SANCTIONS WILL BE APPROPRIATE TO THE VIOLATION.

In seeking to encourage responsible attitudes, the University places much reliance upon personal example, counseling and admonition. In certain circumstances where these preferred means fail, it must rely upon the rules and procedures described in this code. IN THE ENFORCEMENT OF THIS CODE, THE UNIVERSITY FUNCTIONS IN AN ADMINISTRATIVE MANNER. THE UNIVERSITY’S ADMINISTRATIVE PROCESS AFFORDS FUNDAMENTAL FAIRNESS, BUT DOES NOT FOLLOW THE TRADITIONAL COMMON LAW ADVERSARIAL METHOD OF A COURT OF LAW.

Jurisdiction

A. The University of Maine System Student Conduct Code (hereinafter referred to as “Code”) shall apply to the following:
   a. Any person(s) registered or enrolled in any course or program offered by the University of any person admitted to the University who is on the University real property or University-related real property for any purpose related to registration or enrollment at the time of the alleged offense. A person enrolled in any such course or program during both the spring and fall semesters of the same calendar year, shall be deemed to be enrolled under this section during the Summer of that calendar year. A person enrolled in any such course or program in the fall and spring of an academic year shall be deemed to be enrolled under this section during any period of time between such semesters.
   b. Any recognized student organization, which is responsible for compliance with University policy, rules and regulations.
B. The Code May be applied only in cases of conduct:
a. Occurring on any campus of the University, on any other University real property, or on University-related real property, or
b. Involving University personal property or University-related personal property, or
c. Occurring at activities pursued under the auspices of the University, or
d. In which the University can demonstrate a clear and distinct interest as an academic institution regardless of where the conduct occurs and which seriously threatens (1) any educational process or legitimate function of the University or (2) the health or safety of any member of the academic community.

Definitions

A. University real property: Land, buildings, fixtures, improvements, and any interests therein, owned or held by the University in any manner, including but not limited to, owned, rented, licensed, chartered, or otherwise engaged.
B. University Personal Property: All property, other than real property, and any interested therein owned or held by the University in any manner, including but not limited to, rented, licensed, chartered, or otherwise engaged. The University’s computer network and all its component parts, which are not real property, shall be conserved University personal property.
C. University-Related Real Property: Land, buildings, fixtures, improvements, and any interests therein, and campus organizations held by University employees as a direct results of and in connection with their service to the University.
D. University-Related Personal Property: All property, other than real property, and any interests therein held by University employees and campus organizations as a direct result of and in connection with their service to the University. University-related personal property shall also include any document or record issued or purporting to be issued by the University.
E. Activities pursued under the auspices of the University: Any activities specifically sponsored or participated in by the campus or by any campus organization. Such activities do not include informal off-campus gatherings of students.
F. Employee of the University: Employees, including faculty, staff, students, board of trustees, volunteers, and agents of the University. Herein referred to as “Employee”.
G. Conduct Officer: Person(s) or designee responsible for adjudicating alleged violations of the Code. Herein referred to as “Officer”.
H. Student Conduct Code Committee: Committee or designee responsible for deciding appeals of decisions made by the Officer and deciding original cases referred directly by the Officer. Herein referred to as “Committee”.

Rural U Website: http://ruralu.umfk.edu
I. Respondent: The student or organization who has been charged with allegedly violating provisions of the Code.

J. Advisor: The person who advises or supports any party involved in the process.
   Examples of advisors include, but are not limited to family members, friends, University staff or faculty, legal counsel.

K. Complainant: The person (employee, student, guest, or other person) who files a report that alleges a violation of the Code has occurred.

Violations Those activities which directly and significantly interfere with the University’s (1) primary educational responsibility or ensuring the opportunity of all members of the community to attain their educational objectives, or (2) subsidiary responsibilities of protecting the health and safety of persons in the campus community, maintaining and protecting property, keeping records, providing living accommodations and other services, and sponsoring non-classroom activities such as lectures, concerts, athletic events, and social functions.
Contacts

Rural U Program Staff          UMFK Admissions  834-7600
Scott Voisine, Dean of Community Education  UMFK Campus Store  834-7610
voisine@maine.edu  UMFK Help Desk  834-7818
(207 ) 834-8644  UMFK Learning Center  834-7530
Jennifer Parizo, Community Education Specialist  UMFK One-Stop  834-8650
jennifer.parizo@maine.edu  Roxanne Desjardins (Billing)  834-7553
(207) 834-7583  Emily Michaud (Payment Plans)  834-8665
Important UMFK Contacts  Loni Nadeau (Blackboard)  834-8623
Nicki Voisine (UMFK Concierge)  834-8606

Rural U Dual Enrollment Faculty Liaisons - UMFK Faculty Contacts by Subject Area

If you have a specific course question and there is no faculty name attached to your course or subject area, please contact Scott Voisine, UMFK Dean of Community Education at voisine@maine.edu or at 207-834-8644.

<table>
<thead>
<tr>
<th>Course/Subject Area</th>
<th>Faculty Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>Nicole Boudreau, Assistant Professor of French</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:nicole.l.boudreau@maine.edu">nicole.l.boudreau@maine.edu</a></td>
</tr>
<tr>
<td></td>
<td>207-834-7629</td>
</tr>
<tr>
<td>Spanish</td>
<td>Paul Buck, Assistant Professor of History/Education/Spanish</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:paul.buck@maine.edu">paul.buck@maine.edu</a></td>
</tr>
<tr>
<td></td>
<td>207-834-7563</td>
</tr>
<tr>
<td>U.S. History</td>
<td>Paul Buck, Assistant Professor of History/Education/Spanish</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:paul.buck@maine.edu">paul.buck@maine.edu</a></td>
</tr>
<tr>
<td></td>
<td>207-834-7563</td>
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<tr>
<td>American Government</td>
<td>TBA</td>
</tr>
<tr>
<td>English Composition I and II</td>
<td>Patrick Stamp, English Instructor</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:pstamp@maine.edu">pstamp@maine.edu</a></td>
</tr>
<tr>
<td>English - Upper Level Courses (British Lit, American Lit, World Lit, Poetry, Fiction)</td>
<td>TBA</td>
</tr>
<tr>
<td>Math – All Courses</td>
<td>Krishna Kaphle, Assistant Professor of Mathematics</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:krishna.kaphle@maine.edu">krishna.kaphle@maine.edu</a></td>
</tr>
<tr>
<td></td>
<td>207-834-7632</td>
</tr>
<tr>
<td>Physics/Physical Science</td>
<td>Bernard “Ben” Paradis, Instructor of Physical Science, Astronomy</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:bernardparadis@sad27.org">bernardparadis@sad27.org</a></td>
</tr>
<tr>
<td>World Civilizations</td>
<td>Erica Nadelhaft, Instructor of History</td>
</tr>
</tbody>
</table>

Rural U Website: http://ruralu.umfk.edu
<table>
<thead>
<tr>
<th>Department</th>
<th>Faculty Name</th>
<th>Title and Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Psychology</td>
<td><strong>Mariella Squire</strong></td>
<td>Professor of Anthropology and Sociology, <a href="mailto:msquire@maine.edu">msquire@maine.edu</a>, 207-834-7824</td>
</tr>
<tr>
<td></td>
<td><strong>Shawn Graham</strong></td>
<td>Assistant Professor of Human Services, <a href="mailto:shawn.graham@maine.edu">shawn.graham@maine.edu</a>, 207-834-7532</td>
</tr>
<tr>
<td>Environmental Science</td>
<td><strong>Bruno Hicks,</strong></td>
<td>Assistant Professor of Education and Environmental Studies, <a href="mailto:bhicks@maine.edu">bhicks@maine.edu</a>, 207-834-7537</td>
</tr>
<tr>
<td>Biological Sciences – All Courses</td>
<td><strong>Stephen Hansen</strong></td>
<td>Associate Professor of Biology and Environmental Studies, <a href="mailto:stephen.hansen@maine.edu">stephen.hansen@maine.edu</a>, 207-834-7589</td>
</tr>
<tr>
<td></td>
<td><strong>Peter Nelson</strong></td>
<td>Associate Professor of Biology and Environmental Studies, <a href="mailto:peter.nelson@maine.edu">peter.nelson@maine.edu</a>, 207-834-7683</td>
</tr>
<tr>
<td>Chemistry</td>
<td><strong>Jacob “Jake” Theriault</strong></td>
<td>Natural Sciences Program Assistant, <a href="mailto:jacob.theriault@maine.edu">jacob.theriault@maine.edu</a>, 207-329-3196</td>
</tr>
<tr>
<td>Speech</td>
<td><strong>Joseph Zubrick,</strong></td>
<td>Associate Professor of Oral Communications and Theatre, <a href="mailto:zubrick@maine.edu">zubrick@maine.edu</a>, 207-834-7591</td>
</tr>
<tr>
<td>Business – All Courses</td>
<td><strong>Roger Roy,</strong></td>
<td>Professor of Mathematics and Business, <a href="mailto:rogerroy@maine.edu">rogerroy@maine.edu</a>, 207-834-7564</td>
</tr>
<tr>
<td>Criminal Justice – All Courses</td>
<td><strong>Thomas “Tony” Enerva</strong></td>
<td>Associate Professor of Criminal Justice and Public Safety, <a href="mailto:tenerva@maine.edu">tenerva@maine.edu</a>, 207-834-7566</td>
</tr>
<tr>
<td>Economics</td>
<td><strong>TBA</strong></td>
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**Rural U Website:** http://ruralu.umfk.edu
University of Maine at Fort Kent Course Descriptions of Rural U Dual Enrollment Courses

ART 100 History of Art – Prehistoric to Renaissance
Prerequisites: None. Introduction to major premises and specific works of art from prehistory through Early Renaissance. Focus is on European art. The art of selected non-European cultures will be briefly introduced. 3 credit hours.

ART 101 History of Art – Renaissance to 21st Century
Prerequisites: None. Introduction to European art from the Renaissance to the 21st Century, with a focus on painting. Introduction to the art of selected non-European cultures. 3 credit hours.

ART 200 Fundamentals of Art – Drawing
Prerequisites: None. Course introduces students to the basic concepts of two-dimensional design with an emphasis on drawing. Students will be introduced to the visual arts through observing from life, imaginative thinking and learning to create imagery on paper. Included in class; drawing and collage. 3 credit hours.

ART 201 Fundamentals of Art II
Prerequisites: None. Course will introduce students to the basic concepts of three-dimensional design. Students will be introduced to the visual arts through exploring the additive and subtractive sculptural process. A thorough exploration of drawing will be a part of the class. Included in class; plaster carving and clay drawing and modeling. 3 credit hours.

BIO 100 General Biology
Co-requisites: BIO 100L. Introduction to principles governing study of living organisms. Emphasizes functional and conceptual aspects. Stresses interactions and interrelationships from cellular to ecological levels. Three hours lecture, three hours lab. 4 credit hours.

BIO 130 Introduction to Biotechnology
Prerequisites: None. Co-requisites: BIO 130L. This course is an introduction to biology for non-majors. Students will learn fundamental biological principles through the lens of biotechnology applications. Topics covered include overview of cells, bimolecular, and cellular processes; recombinant DNA – what is it and how is it made; bioinformatics – how do biology and computers connect; medical application of biotechnology, such as stem cell research, genetic testing, and novel disease treatments, agricultural applications, such as genetically modified crops, industrial applications, such as food and pharmaceutical production; and environmental applications, such as microbes engineered for pollution cleanup. Three hour lecture, two hours lab. 4 credit hours.
**BIO 220 Anatomy & Physiology I**  
Prerequisites: BIO 100, high school Biology, or instructor’s permission. Co-requisites: BIO 220L.  
An integrated approach to the structure and function of the major organ systems of the human body. The course covers cell and tissue structure through the endocrine system. Laboratory emphasizes the macro- and microscopic structures through experimentation and specimen study. Three hours lecture, two hours lab. 4 credit hours.

**BIO 221 Anatomy & Physiology II**  
Prerequisites: BIO 220 or instructor’s permission. Co-requisites: BIO 221L. A continuation of BIO 220. The course covers the digestive system through human reproduction and genetics. Laboratory emphasizes the structure and function of the organ systems through experimentation and specimen study. Three hours lecture, two hours lab. 4 credit hours.

**BUS 211 Principles of Business Management**  
Prerequisites: None. Co-requisites: None. Explores basic aspects of business management including business ethics, leadership, motivation, organizations, operations, marketing, and financing in both for-profit and not-for-profit settings. Emphasis will be on practical skills for supervisors and managers. 3 credits hours.

**CHY 100 Chemistry I**  
An introduction to basic chemical concepts such as matter, elements, atom, molecule, atomic structure, periodic table, chemical bonding, stoichiometry solutions and electrolytes, reaction rates and equilibrium. Laboratory introduces basic techniques in chemistry laboratory. Three hours lecture, three hours lab. 4 credit hours.

**CHY 101 Chemistry II**  
Prerequisites: CHY 100 or instructor’s permission. Co-requisites: None. Continuation of CHY 100. A brief introduction of nuclear chemistry that studies hybocarbons, alcohols, carboxylic acids, ketones, aldehydes, esters, amines, amides, carbohydrates, protein, amino acids, and nucleic acids. Laboratory introduces basic techniques in quantitative analysis and some elementary organic synthesis. Three hours lecture, three hours lab. 4 credit hours.

**COM 200 Speech**  
Prerequisites: None. Focuses on topic selection, preparation, organization, and delivery of informative and persuasive messages. Students prepare and submit videos and text documents of their speeches. 3 credit hours.

**CRJ 105 Introduction to Criminal Justice**  
Prerequisites: None. Co-requisites: None. Examines basic systems and problems of American criminal justice system; provides an appreciation of historical background and impact on society. 3 credit hours.
ECO 100 Introduction to Macroeconomics
Prerequisites: None. Co-requisites: None. Surveys leading contemporary macroeconomic theories. Explores neo-classical, Keynesian, monetary, and supply-side theories. 3 credit hours.

ECO 101 Introduction to Microeconomics
Prerequisites: None. Co-requisites: None. Surveys the economic theory of markets. Emphasizes modeling consumer business behavior and the effects of different market forms, including perfect competition, monopoly, and imperfect competition. 3 credit hours.

ENG 100 English Composition I
Prerequisites: None. Students will review the main principles and procedures for drafting, revising, and editing. Students will work on developing the ability to critically read, understand, and write clear, concise, unified expositions. Methods of instruction may include lecturing, leading class panels and discussions, conducting writing workshops, assessing journals, and scheduling individual conferences. 3 credit hours.

ENG 101 English Composition II
Prerequisites: A “C” or better in ENG 100. Students will review the main principles and procedures for drafting, revising, and eliciting covered in ENG 100. Students will continue working on developing the ability to critically read, understand, and write clear, concise, unified expositions. ENG 101 will emphasize sound argumentation and research skills and APA or MLA documentation principles. Methods of instruction may include lecturing, leading class panels and discussions, conducting writing workshops, assessing journals, and scheduling individual conferences. 3 credit hours.

ENG 202 British Literature I: Beginnings to 1785
Prerequisites: ENG 100 or instructor’s permission. Surveys major periods, works and authors of England, Scotland, Ireland, and Wales from the Medieval Period through the mid-1700s, and may include works by authors from the English and British colonies. 3 credits hours.

ENG 203 British Literature II: 1785 to Present
Prerequisites: ENG 100 or instructor’s permission. Surveys major periods, works and authors of England, Scotland, Ireland, Wales, and the Commonwealth from the late 1700s through the present. Postcolonial writers in English may also be included. 3 credit hours.

ENG 250 American Literature I: Beginnings to 1865
Prerequisites: ENG 100 or instructor’s permission. Surveys major American authors from the Colonial Period to 1865; readings will also include Native American narratives, slave narratives, and early women writers to better understand how American literature is a cultural matrix representing the values, beliefs, and world view of the authors and their audiences. 3 credit hours.

Rural U Website: http://ruralu.umfk.edu
ENG 251 American Literature II: 1865 to Present
Prerequisites: ENG 100 or instructor’s permission. Surveys the dominate themes and forms of literature from Walt Whitman through the contemporary era. Readings will likely include canonical authors as well as new and emerging voices in American literature to better understand how literature is a product of time and age. 3 credit hours.

ENG 255 World Literature I: Beginnings to 1600s
Prerequisites: ENG 100 or instructor’s permission. Surveys the literature of non-English speaking cultures in translation typically including works from ancient Sumeria, Greece, Rome, India, China, Africa, the Middle East, and Japan. The course also examines the religious and social forces that lead to the creation of literary expressions by various cultures. 3 credit hours.

ENG 256 World Literature II: 1600s to Present
Prerequisites: ENG 100 or instructor’s permission. Surveys the literature of non-English speaking cultures in translation typically including works from China, Japan, India, Africa, and the Middle East. The course examines the social, political, religious, and cultural forces that influenced the development of literatures from the European Enlightenment through the Postcolonial era. 3 credit hours.

ENG 348 Fiction Writing I
Prerequisites: ENG 101 or instructor’s permission. Introduces students to fiction writing in an environment emphasizing the importance of criticism, discussion, revision, and, when appropriate, research. 3 credit hours.

ENG 364 Poetry Writing I
Prerequisites: ENG 101 or instructor’s permission. Introduces students to the craft of poetry writing through the study of poetic forms and techniques in an environment emphasizing the importance of criticism, discussion, revision, and, when appropriate, research. 3 credit hours.

ENV 200 Principles of Environmental Science
Prerequisites: None. Co-requisites: None. This course provides an interdisciplinary overview of basic scientific principles and human activities affecting ecological health of the natural environment and the quality of human life. Specific topics that are covered include ecological principles, growth of populations, biodiversity, forestry, environmental toxicology, agriculture, fisheries, air pollution, climate change, solid waste management, energy sources and conservation, water resources, and water pollution. Students develop an understanding of the scientific aspects of many current local, regional, national, and global environmental issues, as well as an appreciation of some of the technologies, policies, and personal approaches used to address environmental problems. 4 credit hours.
FRE 100 Elementary French I
Prerequisites: None. This course is designed for students who have no prior experience in French to master basic communication skills. The course strongly emphasizes oral communication, and much of the class time will be spent on interactive tasks and language practice. Grammar is taught in context. 3 credit hours.

FRE 101 Elementary French II
Prerequisites: FRE 100 or 1 year of high school French. A continuation of FRE 100. This course is designed for students with a beginner’s knowledge of French to master a basic level of the interpersonal, interpretive, and presentational communicative modes. The course strongly emphasizes oral communication with the majority of class time spent on interactive tasks and language practice. Materials include film, audio activities, and short readings. 3 credit hours.

GOV 200 American Government
Prerequisites: None. Co-requisites: None. Introduces principles and practices of American government. Studies the institution, the politics of democracy, and briefly considers the three branches of government. 3 credit hours.

HTY 100 World Civilizations I
Prerequisites: None. A comprehensive examination of the growth of civilizations from the ancient times to the Renaissance. The course investigates the political, economic, social, intellectual, and religious developments of the periods. Students will explore the development of many of the world’s civilizations, not only in Europe, but in Asia, Africa, and the America’s. Students will learn how European expansion affected civilizations in other parts of the world and how those civilizations, in turn, influences and had impacts on Europe. 3 credit hours.

HTY 101 World Civilizations II
Prerequisites: None. The course provides students with a comprehensive examination of the major developments that have shaped the modern world from the late sixteenth century to the mid-twentieth century. The course will concentrate on the developments in Europe, Asia, Africa, and the Middle East. 3 credit hours.

HTY 102 United States History I
Prerequisites: None. Surveys social, cultural, economic and political development of American nation from exploration and colonization through era of Civil War and Reconstruction. 3 credit hours.

HTY 103 United States History II
Prerequisites: None. A continuation of HTY 102. Surveys social, cultural, economic and political history of United States, from Reconstruction to present. 3 credit hours.
**MAT 128 College Algebra**
Prerequisites: None. Provides students with basic algebraic skills. Covers algebraic concepts including linear, fractional and quadratic and exponential equations and graphs. Also covers basic trigonometry for right triangles. 3 credits hours.

**MAT 165 Pre-Calculus**
Prerequisites: None. Co-requisites: None. Covers sets, algebraic operations, functions, graphs, complex numbers, polynomials, exponential functions, trigonometric functions, systems of linear equations, and sequences. 3 credit hours.

**MAT 180 Finite Math I: Logic, Combinatorics, Probability, and Introduction to Statistics**
Prerequisites: None. Co-requisites: None. Introduction to set theory, symbolic logic, combinatorics, and probability. This course emphasizes quantitative, critical thinking skills in an informal setting. 3 credit hours.

**MAT 255 Calculus I**
Prerequisites: MAT 165 or equivalent. Co-requisites: None. This is an introduction to Calculus as applied in the Social or Life Sciences. Its focus is interpreting a narrative quantitatively. Topics include: limits, derivatives, techniques of finding derivatives of polynomials, exponential and log functions, derivatives of sums, differences, products, quotients, and composites of functions, continuity, differentiability, maxima, minima, extreme value theorem, higher derivatives and their applications, indeterminate forms and l’Hopital’s rule, anti-derivatives and indefinite integrals, integrating polynomials, exponential and inverse functions, integration by substitution, definite integrals, the Fundamental Theorem of Calculus, area between curves, tables of integrals, separable differential equations, functions of two variables, partial derivatives, second order partial derivatives, extrema of functions of two variables, and integration over two variables. 4 credit hours.

**MAT 256 Calculus II**
Prerequisites: MAT 255. Co-requisites: None. This course is a continuation of Calculus I. Beginning with a review of differentiation and integration; it introduces trigonometric functions while it reviews polynomials and exponential functions. Emphasized are applications of definite integrals and techniques of integration. Infinite sequences and series are studied. 4 credit hours.

**MAT 280 Finite Math II: Linear Systems & Models and Mathematics of Finance**
Prerequisites: None. Co-requisites: None. This course provides students with applied mathematical skills utilizing linear equations, matrices, and exponential functions. Topics include: modeling with linear equations, matrix operations, and mathematics of finance. 3 credits hours.
MAT 351 Statistics I
Prerequisites: Algebra proficiency. Designed for use in behavioral science, education, environmental studies, nursing, computer applications, natural science, and business. Introduces descriptive and inferential statistics with data handling emphasized. Includes measures of central tendency, distribution, normal distribution, T-distribution, hypothesis testing, correlation, linear regression, analysis of variance, chi-square and non-parametric analytical techniques. 3 credit hours.

MUS 200 Fundamentals of Music
Prerequisites: None. Develops musicianship and musical literacy, such as fluency in music notation, principles of music theory, and ear training through computer assisted instruction. 3 credit hours.

PHS 100 Physical Science I
Prerequisites: None. Co-requisites: None. Explores basic scientific phenomena through experimentation and inquiry. Emphasizes the fundamental theories in physics and chemistry. Includes motion and forces, energy, heat, waves, electricity, magnetism, nuclear science, atomic structure, chemical bonding, families of elements, chemical reactions, acids, bases, and carbon compounds. Three hour lecture, three hour lab. 4 credit hours.

PHS 101 Physical Science II
Prerequisites: None. Co-requisites: None. Application of physics and chemistry in other sciences. Develops concepts from astronomy, geology, and meteorology. Three hours lecture, three hours lab. 4 credit hours.

PHY 100 Physics I
Prerequisites: MAT 128 or instructor’s permission. Co-requisites: None. Upon completing this course, students will have discovered the basic laws of physics pertaining to Mechanics (motion of large objects: its causes and effects, energy and momentum) and be able to create models of these concepts. They will be able to use their models to solve problems. Three hours lecture, two hours lab. 4 credit hours.

PHY 101 Physics II
Prerequisites: PHY 100 or instructor’s permission. Co-requisites: None. Continuation of PHY 100 with emphasis on electricity (forces, fields, circuits), magnetism and light. The students will be able to create models of these concepts and use their models to solve problems. 4 credit hours.

PSY 100 Introduction to Psychology
Prerequisites: None. Co-requisites: None. Studies psychology as a science. Develops psychological vocabulary. Applies basic principles to everyday living. 3 credit hours.

Rural U Website: http://ruralu.umfk.edu
**SOC 100 Introduction to Sociology**
Prerequisites None. Co-requisites: None. Examines the nature of human society and social institutions such as family, marriage, gender roles, economic exchange, stratification, political power, religion, and education. The course will also cover social control, deviance, law and order, medical issues, poverty, and other dimensions of power systems. The focus will be on large scale, complex, and plural societies. 3 credit hours.

**SPA 100 Elementary Spanish I**
Prerequisites: None. This course is an introduction to Spanish that emphasizes basic speaking, listening, reading, and writing skills while fostering cultural awareness. The course uses a combination of communication-based and traditional grammar-based pedagogies. The course uses multimedia such as online videos and news articles in a portion of every class to keep abreast of current events in the Spanish-speaking world. 3 credit hours.

**SPA 101 Elementary Spanish II**
Prerequisites: SPA 100 or 1 year of high school Spanish. This course is a continuation of SPA 100 and emphasizes basic speaking, listening, reading, and writing skills while fostering cultural awareness. The course uses a combination of communication-based and traditional grammar-based pedagogies. The course uses multimedia such as online videos and news articles in a portion of every class to keep abreast of current events in the Spanish-speaking world. 3 credit hours.
## Appendix I Early College Process Table

Note: The Community Education Office will provide exact dates for the academic year upon request as soon as the academic calendar for the upcoming year is available. You can also check dates on the UMFK website by visiting the “Academic Calendar” link.

| **Class Listings** | • The online class list spreadsheet for the upcoming semester will be sent via email by the end of the tenth week of the current semester. The class list spreadsheet will also be available on the Rural U website.  
• Comprised of 100, 200, and some 300 level courses. Prerequisite information will be outlined in the spreadsheet.  
• Exclusively online courses. A list of approved live courses is available upon request for local students.  
• All 8-week, summer, and winter sessions have been removed.  
• Maine Aspirations allows students to take up to 12 credits per academic year, no more than 6 per semester at participating public colleges and universities. |
| **Registration** | • Registration is open from the time you get the class list until the last day of school prior to summer vacation (fall) and holiday break (spring).  
• Late registrations are accepted with prior approval from the Community Education Office.  
• Please register students using the online registration form found on the Rural U webpage.  
• MEDMS numbers are required before submitting.  
• Private students will not have MEDMS numbers. Please write in “Private” in the MEDMS field. |
| **Costs** | • Maine Aspirations pays half the tuition for each qualified student.  
• UMFK “scholarships” the other half of tuition.  
• All students are responsible for fees and books.  
• A 3 credit course is $84.00.  
• Copies of student invoices will be emailed to schools prior to being mailed.  
• Schools that wish to pay for their students enrolled in the Rural U program need to notify the Community Education by the drop deadline. |
| **Add Class** | • The last day to add a class is one week from the first day of classes.  
• You must use the online registration form to add classes. |
| **Drop Class** | • The last day to drop a class is two weeks from the first day of classes.  
• To initiate a drop you or your student must contact the Community Education office.  
• University policy dictates that students and their families are responsible for all fees associated with their course(s) if they drop after the deadline. |
| **Withdraw from Class** | • The last day to withdraw from a class is the end of the tenth week from the first day of class at UMFK, excluding University breaks.  
• Students are responsible for all fees accrued.  
• Withdrawing on or before the deadline will result in a “W” on the student transcript.  
• To initiate a withdrawal you or your student must contact the Community Education office.  
• University policy dictates that withdrawing after the deadline will result in an “F” on the student transcript. |
| **Grades** | • Students will be able to access their grade(s) on Mainestreet shortly after final exams.  
• Unofficial transcripts will be mailed and emailed directly to school contacts before the start of the next semester. |
## Appendix II Dual Enrollment Process Table

Note: The Community Education Office will provide exact dates for the academic year upon request as soon as the academic calendar for the upcoming year is available. You can also check dates on the UMFK website by visiting the “Academic Calendar” link.

<table>
<thead>
<tr>
<th>Class Listings</th>
<th>Dually enrolled courses at your school need to be finalized and solidified by mid November (spring) and mid March (fall).</th>
</tr>
</thead>
</table>
| Registration   | The Community Education Office will provide schools with a roster template which must be filled in completely before submission.  
|                | • Students enrolled in a course that are not seeking college credit should not be included on the roster.  
|                | • All rosters need to be submitted electronically to the Community Education office by the end of the second week of September (fall) and the first week of February (spring). |
| Roster Verification | After the roster submission deadline the Community Education office will conduct a roster verification by emailing the enrollment list to each dual enrollment instructor.  
|                | • Instructors are asked to verify enrollment by the end of the second week of February.  
|                | • During roster verification students can drop without financial penalty.  
|                | • To initiate a drop you or your student must contact the Community Education office.  
|                | • University policy dictates that students and their families are responsible for all fees associated with their course(s) if they drop after the deadline.  
|                | • To add a student, please email the required demographics to the Community Education office. |
| Costs | Maine Aspirations pays half the tuition for each qualified student.  
|       | UMFK “scholarships” the other half of tuition.  
|       | A 3 credit dual enrollment course is $84.00 + the cost of books (books may or may not be required). |
| Withdraw from Class | The last day to withdraw from a class is the end of the tenth week from the first day of class at UMFK, excluding University breaks.  
|                   | • Students are responsible for all fees accrued.  
|                   | • Withdrawing on or before the deadline will result in a “W” on the student transcript.  
|                   | • To initiate a withdrawal you or your student must contact the Community Education office.  
|                   | • University policy dictates that withdrawing after the deadline will result in an “F” on the student transcript. |
| Grades | Dually enrolled students will receive a “DG” (Deferred Grade) until final grades are available.  
|         | Dual enrollment grades are due from dual enrollment faculty as soon as your schools second quarter (fall) or fourth quarter (spring) has finished. |
Appendix III AP4ALL Process Table

Note: The Community Education Office will provide exact dates for the academic year upon request as soon as the academic calendar for the upcoming year is available. You can also check dates on the UMFK website by visiting the “Academic Calendar” link.

| Class Listings | • AP4ALL courses that have been approved as UMFK Dual Enrollment courses will be listed on the AP4ALL website prior to each academic year. |
| Registration    | • Registration is open from the time the class list is available until the end of the second week of September. |
|                | • The Community Education Office will provide the Maine Department of Education with a roster template which must be filled in completely before submission. |
|                | • Students enrolled in a course that are not seeking college credit should not be included on the roster. |
|                | • (?) Language needed for fall/spring registration |
| Costs          | • Maine Aspirations pays half the tuition for each qualified student. |
|                | • UMFK “scholarships” the other half of tuition. |
|                | • A 3 credit AP4ALL course is $84.00 |
|                | • Books are provided by AP4ALL |
| Drop Class     | • The last day to drop a class is **two weeks** from the date of enrollment. |
|                | • To initiate a drop either AP4ALL or the student must contact the Community Education office. |
|                | • Students that drop within the time established will not be charged or, in the event of payment, offered a full refund. |
| Withdraw from Class | • The last day to withdraw from a class is the end of the **tenth week** from the first day of classes at UMFK, **excluding** University breaks. |
|                | • Students are responsible for the cost of their course(s). |
|                | • Withdrawing on or before the deadline will result in a “W” on the student transcript. |
|                | • To initiate a withdrawal either AP4ALL or the student must contact the Community Education office. |
|                | • University policy dictates that withdrawing after the deadline will result in an “F” on the student transcript. |
| Grades         | • Dually enrolled students will receive a “DG” (Deferred Grade) until final grades are available. |
|                | • Dual enrollment grades are due from AP4ALL faculty as soon the second quarter (fall) or fourth quarter (spring) has finished. |
|                | • Unofficial transcripts will be made available to the students’ sending school at the end of the academic year. |
Appendix IV University of Maine at Fort Kent Grade Scale

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Point Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>96-100</td>
</tr>
<tr>
<td>A-</td>
<td>92-95</td>
</tr>
<tr>
<td>B+</td>
<td>90-91</td>
</tr>
<tr>
<td>B</td>
<td>87-89</td>
</tr>
<tr>
<td>B-</td>
<td>84-86</td>
</tr>
<tr>
<td>C+</td>
<td>82-83</td>
</tr>
<tr>
<td>C</td>
<td>80-81</td>
</tr>
<tr>
<td>C-</td>
<td>78-79</td>
</tr>
<tr>
<td>D+</td>
<td>76-77</td>
</tr>
<tr>
<td>D</td>
<td>73-75</td>
</tr>
<tr>
<td>D-</td>
<td>70-72</td>
</tr>
<tr>
<td>F</td>
<td>0-69</td>
</tr>
</tbody>
</table>

Please use the grade scale provided in the master syllabi supplied to you prior to teaching the course. If no grade scale is available, please use the generic UMFK grade scale (pictured).

Appendix V Instructions for Ordering Textbooks using E-Campus

Enter this website into your web address: [http://www.ecampus.com/umfk](http://www.ecampus.com/umfk)

Click on ORDER TEXTBOOKS

Select the semester for which you are enrolled (ex: Fall 2015) from the SELECT YOUR COURSE menu on the left of the screen.

Select ONLINE or on CAMPUS.

Select the DEPARTMENT for your class. The department is the 3 letter code listed at the beginning of this welcome letter. For example, if you are taking Elementary Spanish I, the department code is SPA.

Once you select your department, a menu titled SELECT COURSE will appear. Select the appropriate course number from that list. The course number is the three digit number following the department in your course listing at the beginning of this welcome letter. For example, if you are taking Elementary Spanish I, the department is SPA, and the course number is 100.

Next, select the appropriate section number from the menu that appears after selecting the course number. The section number is the number(s) listed after the course number in your course listing at the beginning of this welcome letter. For example, if you are taking Elementary Spanish I, the section number is 2001.

If you are taking more than one course, at this point, you will need to click on the Add Another Course link and repeat the process listed above for your other classes. If you are only taking one class, you should click the link that says Continue.
After clicking Continue you will be brought to a screen with purchasing choices. Some listings will allow you to buy new or used and others will allow you to rent. Some allow you to buy new or rent electronic copies. Choose the option that is best for you.

Some listings will say “This book is Required New”. This means the book cannot be purchased second-hand, and cannot be rented.

Some listings will say “Optional”. This means the professor does not require the text for the course.

Whereas the book listings on the website are monitored to be kept up to date, it is best to double-check your book requirements by reading your course syllabus. If you are taking an online course the syllabus will be available on Blackboard. If you are taking a course on campus you will receive your syllabus the first day of class.

If you have any questions about books or book purchasing please contact the UMFK Campus Store at 834-7610.
Appendix VI Rural U Permission Form

Rural U Early College and Dual Enrollment Authorization Form

The Maine Department of Education Aspirations program allows high school juniors and seniors in good academic standing, or with the recommendation of a school official, to take up to 12 credits per academic year (no more than 6 per semester) at public colleges and universities. Maine Aspirations will pay for half tuition for all qualified courses and UMFK will grant a scholarship for the other half. Students and their families are responsible for fees and textbooks when required. High School personnel must ensure that early college students are enrolled in no more than a combination of 6 credits per semester at all campuses from which students are taking early college and/or dual enrollment courses.

The cost of a Rural U class is $84.00 per 3 credit course.

<table>
<thead>
<tr>
<th>Last Name: ____________________________</th>
<th>First Name: ____________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student ID: ___________________________</td>
<td>Date: _________________________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course No.</td>
</tr>
<tr>
<td>-------------</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

Student Signature: ____________________________ Date: ____________________________
Parent Signature: ____________________________ Date: ____________________________
School Official: ____________________________ Date: ____________________________

Rural U Website: http://ruralu.umfk.edu
Appendix VII Person of Interest Form

Request to Create a Person of Interest (POI) Record

Legal Name: ________________________ _______ _______________________

Last MI First

Gender: _____ Male _____Female Date of Birth: _____________________

Home Address:
________________________________________________________________

Campus Address:
________________________________________________________________

Home Phone: ___________________________ Campus Phone: ________________

Have you ever been a student or employee at any University of Maine System Campus?
_____ Yes _____No If yes, please explain:
________________________________________________________________

To be completed by requesting department:

Department: __________________ Reports to (UMS Employee):_____________

Begin Date: ___________________ End Date: _____________________________

I understand that by supplying the requested information (including the reports to and an end date) an email account will be created for this POI which can be activated for use by having the POI person contact UMS Tech Support at 1-800-696-4357 and request an activation code. The activation code is used at the Account Management page (https://accounts.maine.edu), and choosing account activation. The Department head is responsible for contacting the appropriate departments for specific access (ex: HR, Financials, etc).

Approval of Department Head: ___________________________ Date: ____________

To be completed by Human Resources:

POI ID: ___________________________ Date: ______________

Return one copy to Department Head and Retain one copy.
Appendix VIII Rural U Dual Enrollment Site Visit Report with Observation Rubric

Dual Enrollment Faculty Site Visit Report
As a reminder, the site visit report is not about the dual enrollment teacher. It is about the dual enrollment course and content.

<table>
<thead>
<tr>
<th>Dual Enrollment Teacher</th>
<th>Date of Visit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Liaison</td>
<td></td>
</tr>
<tr>
<td>High School</td>
<td></td>
</tr>
<tr>
<td>Dual Enrollment Course Being</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Syllabus, objectives, course content and text(s) are comparable to those of the equivalent University</th>
<th>1 = Unsatisfactory</th>
<th>2 = Satisfactory</th>
<th>3 = Good</th>
<th>4 = Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

Comments

<table>
<thead>
<tr>
<th>Course assignments and requirements meet University</th>
<th>1 = Unsatisfactory</th>
<th>2 = Satisfactory</th>
<th>3 = Good</th>
<th>4 = Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

Comments

<table>
<thead>
<tr>
<th>Students are held to the same grading standards as those expected of students in University</th>
<th>1 = Unsatisfactory</th>
<th>2 = Satisfactory</th>
<th>3 = Good</th>
<th>4 = Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

Comments

<table>
<thead>
<tr>
<th>Students assessed using the same/similar methods (e.g. papers, portfolios, quizzes, labs) as</th>
<th>1 = Unsatisfactory</th>
<th>2 = Satisfactory</th>
<th>3 = Good</th>
<th>4 = Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

Comments
<table>
<thead>
<tr>
<th>Course reflects pedagogical, theoretical, and philosophical orientation of the sponsoring academic division.</th>
<th>□</th>
<th>□</th>
<th>□</th>
<th>□</th>
<th>□</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Comments</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dual enrollment teacher utilizes UMFK resources and high school resources in DE course.</th>
<th>□</th>
<th>□</th>
<th>□</th>
<th>□</th>
<th>□</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Comments</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Overall Rating** *(average the rating numbers above)*

<table>
<thead>
<tr>
<th>What suggestions do you have for improving the alignment of this dual enrollment course with the UMFK course?</th>
</tr>
</thead>
<tbody>
<tr>
<td>What were the most impressive aspects of this dual enrollment class?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>What feedback, if any, did you receive from students in the course?</th>
</tr>
</thead>
</table>

*The dual enrollment faculty liaison and the dual enrollment teacher are required to sign and date this form at the conclusion of the site visit.*

<table>
<thead>
<tr>
<th>Dual Enrollment Faculty Liaison</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dual Enrollment Teacher</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Please return this form the Community Education office no later than one week after the completion of your site visit.*
Rural U Dual Enrollment Site Visit Observation Rubric
Taken from Pennsylvania Highlands Community College ACE Faculty Guide

The rubric to be used as a guide for the observation. It is not intended to be used as a grading rubric.

<table>
<thead>
<tr>
<th>Lesson Content</th>
<th>Organization</th>
<th>Interaction</th>
<th>Verbal/Non-Verbal</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Excellent</strong></td>
<td>He or she uses effective and innovative strategies, activities and technology that caught class attention and interest. A variety of relevant examples are provided.</td>
<td>The faculty member is exceptionally organized and has a unique way of explaining complex topics.</td>
<td>Most students appear to be positively engaged. The instructor is very responsive to students’ behaviors and needs.</td>
</tr>
<tr>
<td>“Excellent” reveals that the faculty member being observed has demonstrated exceptional facility in the area observed</td>
<td>The faculty member is exceptionally organized and has a unique way of explaining complex topics.</td>
<td>The faculty member displayed enthusiasm and confidence regarding course content and student interactions. He or she conducted an effective classroom discussion, involving most members of the class.</td>
<td></td>
</tr>
<tr>
<td><strong>Good</strong></td>
<td>He or she uses standard strategies, activities and technology. The faculty member’s lecture is thorough, sound and well presented. A sufficient variety of supporting information is provided.</td>
<td>He or she connects the content to previous and future classes. Main ideas are summarized.</td>
<td>A majority of the students appear to be positively engaged. The instructor responds to non-verbal cues of confusion, boredom, or curiosity. The rate of delivery is appropriate.</td>
</tr>
<tr>
<td>“Good” indicates that the faculty member has demonstrated above average effectiveness in the area observed</td>
<td>He or she connects the content to previous and future classes. Main ideas are summarized.</td>
<td>The instructor facilitates classroom discussion, involving the majority of the class. He or she creates a positive and supportive environment for students. Student responses are incorporated in to discussion and activities.</td>
<td></td>
</tr>
<tr>
<td><strong>Satisfactory</strong></td>
<td>He or she uses acceptable strategies, activities and technology. His or her lecture is thorough and sound, though it is not exceptionally good. The relevancy of main ideas needs clarification.</td>
<td>Transitions between topics or activates are unclear.</td>
<td>Some of the students appear to be positively engaged. Verbalized pauses (er, ah, um, etc.) are minimal. The instructor may occasionally respond to non-verbal cues, but needs to increase his/her awareness of students’ needs.</td>
</tr>
<tr>
<td>“Satisfactory” indicates that the faculty member has adequately addressed the area being observed. This rating indicates that the faculty member has satisfied the important minimum expectations; however, he or she has not demonstrated exceptional facility in this area.</td>
<td>Transitions between topics or activates are unclear.</td>
<td>He or she invites class discussion involving some members of the class or employs non-lecture activities. Sufficient wait time is allotted and feedback to students is informative.</td>
<td></td>
</tr>
<tr>
<td><strong>Unsatisfactory</strong></td>
<td>He or she does not clearly explain the concepts being taught. He or she may use inferior handouts that are hard to read and understand.</td>
<td>The instructor has problems organizing his or her thoughts and lecture content.</td>
<td>None of the students appear to be engaged. The instructor does not maintain eye contact or may need to speak with sufficient volume. Articulation and pronunciation are not clear. Verbalized pauses are frequent and distract from the lecture or discussion. The instructor does not respond to students’ cues.</td>
</tr>
<tr>
<td>“Unsatisfactory” signals that the faculty member has not demonstrated effectiveness in the area being observed. This rating implies that with some effort, the faculty member could greatly improve his or her effectiveness in this area.</td>
<td>The instructor has problems organizing his or her thoughts and lecture content.</td>
<td>He or she does not invite class discussion or interact with the students.</td>
<td></td>
</tr>
</tbody>
</table>
Appendix IX Rural U Dual Enrollment Site Visit Follow-Up

Rural U Dual Enrollment Faculty Site Visit Follow-Up

Please follow-up a Rural U Dual Enrollment site visit with another contact within one week of the initial visit. The purpose of the summary contact is to answer questions and/or concerns and to provide additional feedback to the Rural U Faculty member.

<table>
<thead>
<tr>
<th>Dual Enrollment Teacher</th>
<th>Date of Visit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Liaison</td>
<td></td>
</tr>
<tr>
<td>High School</td>
<td></td>
</tr>
<tr>
<td>Dual Enrollment Course</td>
<td></td>
</tr>
</tbody>
</table>

Summary Contact (choose one)  

Email ☐  Phone Call ☐  Visit ☐

*Items discussed during summary contact:*

---

The dual enrollment faculty liaison and the dual enrollment teacher are required to sign and date this form at the conclusion of the follow-up.

Has additional follow-up been scheduled for the semester?

<table>
<thead>
<tr>
<th>Dual Enrollment Faculty Liaison</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dual Enrollment Teacher</td>
<td>Date</td>
</tr>
</tbody>
</table>

*Please return this form the Community Education office no later than one week after the completion of your follow-up.*