Boise State University’s Concurrent Enrollment Program is accredited by the National Alliance for Concurrent Enrollment Partnerships (NACEP).

NACEP works to ensure that college courses offered in high schools are as rigorous as courses offered on the college campus.
ABOUT THE CONCURRENT ENROLLMENT PROGRAM

PROGRAM PROFILE
Welcome to the Concurrent Enrollment Program, housed under the Division of Extended Studies, at Boise State University.

Concurrent Enrollment allows Boise State University and local high schools to work together to offer university courses to high school students so they can get an early start on their university career and at a low cost. The program’s success is based on the partnership between qualified high school instructors and the various academic departments. The goal is to offer general education courses which can be applied to any degree a student chooses. The program was created with Legislative support 17 years ago, and since then hundreds of students have taken advantage of the opportunity by enrolling in freshman and sophomore-level college courses. Currently 47 high schools offer classes for concurrent credit. The program provides the university an opportunity to play a significant role in the education of top performing students and an opportunity to collaborate with high school teachers. The program encourages campus visits as well as faculty and graduate students to participate as guest lecturers in the high school classrooms.

PROGRAM BENEFITS
► Students experience the rigor and intellectual challenge of a university while still in high school
► Increase enthusiasm and motivation among students and instructors
► Enhance ability and skills to do university work and aids students in gaining confidence for college success
► Provide an opportunity for university faculty and high school instructors to work together and share methods, ideas and experiences for the benefit of the students

ADJUNCT INSTRUCTOR INFORMATION
Concurrent Enrollment Faculty Orientation
The Boise State Concurrent Enrollment Program (CEP) hosts an annual Fall Concurrent Enrollment Orientation for new and continuing instructors. The annual meeting takes place in early August on the Boise State campus. During the orientation, the morning session is spent going over the program’s administrative procedures such as how to access faculty pages, class and grade rosters, grading, and important policies and deadlines. The afternoon session is dedicated to group meetings with the designated faculty liaisons from each academic discipline. This is an important time to share best practices, go over curriculum updates, policy implementation, pedagogy, and to ensure that the following NACEP standards are being met.

Faculty Liaison
Boise State Concurrent Enrollment works in partnership with a designated faculty member from the academic departments. The faculty liaisons provide curriculum oversight, approve new CEP instructors, conduct classroom observation visits, and lead professional development workshops. Most importantly, faculty liaisons help ensure program quality by helping to implement accreditation standards set by the Idaho State Board of Education and NACEP:
Assessment Standard #1: CEP students are held to the same standards of achievement as those expected of students in on-campus sections.
Assessment Standard #2: The college/university ensures that CEP students are held to the same grading standards as those expected of students in on-campus sections.
Assessment Standard #3: CEP students are assessed using the same methods (e.g., papers, portfolios, quizzes, labs, etc.) as students in on-campus sections.
Curriculum Standard #2: College/university courses administered through a CEP reflect the pedagogical, theoretical and philosophical orientation of the sponsoring college/university departments.

Professional Development
The CEP will provide professional development opportunities in the content area for the Concurrent Enrollment instructors. Attending these workshops is mandatory, and every effort will be made to give instructors as much notice as possible. The cost of the registration, parking, materials, and professional development credit will be paid for by the CEP.

Assessment Standard #2: The college/university ensures that CEP students are held to the same grading standards as those expected of students in on-campus sections.
Assessment Standard #3: CEP students are assessed using the same methods (e.g., papers, portfolios, quizzes, labs, etc.) as students in on-campus sections.
Curriculum Standard #2: College/university courses administered through a CEP reflect the pedagogical, theoretical and philosophical orientation of the sponsoring college/university departments.

Mathematics faculty liaison Kathrine Johnson (left), meeting with CE math instructors.
The Center for Teaching & Learning has numerous university-wide faculty development opportunities in which you can participate. Please visit the following website for events and schedule: ctl.boisestate.edu.

**Faculty ID Card**

Concurrent Enrollment Instructors will be given a Boise State ID card. To get the card, go to the Information Desk in the Student Union Building, with the designated Boise State ID# and a photo ID. With the Faculty ID card you are entitled to resources at the Albertsons Library, free city bus and shuttles, discount tickets to movies and selected events, and access to the Boise State Recreational & Physical Fitness facilities for a fee.

The Faculty ID card is used as a library card with a 100 item checkout allowance. Current periodicals may be checked out for two days and bound periodicals for one week.

**Accessing BroncoMail**

**Google Apps for Employees a.k.a BroncoMail**

Google Apps for Employees is a suite of web-based collaboration tools, including email, chat, calendaring, cloud file storage and synchronization, word processing, spreadsheets, wikis (team websites), and more.

Google Apps for Employees email addresses are formatted as username@boisestate.edu also known as your BroncoMail address.

Log in to Google Apps by pointing your web browser to apps.boisestate.edu. It will ask for your username and password.

Each faculty, staff, and matriculated student at Boise State University is assigned a Google Apps BroncoMail account upon their acceptance to the University. This is the student email account used by faculty and staff.

Since Boise State migrated to Google Apps for faculty/staff/students, another advantage of becoming familiar with BroncoMail is that it can be the portal for other applications particularly useful in distance education, such as shared Google Docs and Google Sites.

Please inform your students at the beginning of class to expect emails through their BroncoMail accounts. You can help educate students on the use of their BroncoMail accounts by suggesting one or all of the following tips:

1. Students can forward their BroncoMail email messages to an account they use more frequently. They may choose to keep copies of their messages in their BroncoMail account or purge it automatically.
2. Students can create “rules” in their BroncoMail

**Accessing Your myBoiseState Account**

myBoiseState is the Boise State University System that allows employees to view their personal and employment information via the internet. Concurrent Enrollment will send you a letter with your employee self-serve account and your username and Boise State ID number when you are added as an adjunct instructor. You will need your username and ID number to access your myBoiseState account.

When you initiate your self-service account, you will need to set your password by going to the myBoiseState home page at my.boisestate.edu

1. Click “Create/Reset Your Password”
2. Enter your Boise State Login ID/Username (usually FirstnameLastname, i.e. johnsmith)
   - Enter your Boise State ID number
   - Enter your Social Security Number
   - Enter Employee date of birth
   - Choose your password. This username/password is also used to log in to your BroncoMail account.

   **Passwords are reset every 90 days.** If you forget your password, you can reset it by following these steps again.

3. If you need help, you can contact the Help Center at (208) 426-4357. You can also visit oit.boisestate.edu/myboisestate for more myBoiseState information.
accounts to file, purge, and forward email messages that contain certain characteristics. Rules are easy to set up and help students keep their accounts clean.

3. Students will receive the end of class evaluation link through BroncoMail. Class evaluations are mandatory and required for our accreditation.

Accessing the Faculty Center - Class Schedule, Class Rosters and Grade Rosters

1. Click “FACULTY/STAFF SIGN IN”
2. Sign in to myBoiseState with your username and password
3. Click “PeopleSoft”
4. Go to Faculty Center
5. Click “CLASS SCHEDULE, CLASS ROSTER or GRADE ROSTER”

NOTE: Your class schedule, class and grade rosters default into the current term. If students enrolled in the fall, please make sure you put the correct term date, for example Fall 2015 or Spring 2016 (see photo below).

It is important to review the class list to make sure that the correct students are enrolled. Please contact the Concurrent Enrollment Program coordinator, Kristi Lakatos, at klakatos@boisestate.edu for any adjustments before grades are submitted.

Instructions on how to access class rosters can be found by visiting my.boisestate.edu, clicking “Click here for help topics” under HELP CENTER, clicking “Faculty & Staff” and downloading the “Class Roster/Email My Class” PDF document.

Submitting Grades

Instructors must submit grades electronically through myBoiseState.

NOTE: Prior to submitting grades, double check your class roster to verify student enrollments. If you have student who have left your class, but are still on your class roster, contact the Concurrent Enrollment staff to have that student withdrawn from the class and have your class roster updated.

Instructions on how to enter grades can be found by visiting my.boisestate.edu, clicking “Click here for help topics” under HELP CENTER, clicking “Faculty & Staff” and downloading the “Grade My Classes” PDF document.

Submit grades on or before the deadline.

• Grades are due by Friday, January 29, 2016 for fall 2015 classes.
• Grades are due by Friday, June 10, 2016 for year-long and spring 2016 classes.

Grading Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>(97-100%)</td>
<td>A (93-96.9%)</td>
</tr>
<tr>
<td>B+</td>
<td>(87-89.9%)</td>
<td>B (83-86.9%)</td>
</tr>
<tr>
<td>C+</td>
<td>(77-79.9%)</td>
<td>C (73-76.9%)</td>
</tr>
<tr>
<td>D+</td>
<td>(67-69.9%)</td>
<td>D (63-66.9%)</td>
</tr>
<tr>
<td>F</td>
<td>(&lt;60%)</td>
<td></td>
</tr>
</tbody>
</table>

Grade Changes

Faculty can assign a grade of ‘I’ (incomplete) if the student’s work has been satisfactory up to the last three weeks of the semester/school year and extenuating circumstances make it impossible for the student to complete the course before the end of the semester/school year. The instructor and student must create a contract stipulating the work the student must accomplish and the due date in which it must be

Centennial High School’s Environmental Studies 121 class visits the Boise State campus.
Plagiarism occurs when a person passes off another person’s work as his or her own or borrows directly from another person’s work without proper documentation. For example, academic dishonesty occurs whenever a student:

- buys a paper or other project, then seeks to receive credit for the paper or project
- copies from another student’s exam, either before, during, or after the exam
- uses “crib notes” while taking an exam or uses information stored in a computer or calculator (if prohibited from doing so)
- allows another person to take an exam in his or her place or takes an exam for another person
- collaborates on take-home exams when such collaboration is forbidden
- copies the work of another person and attempts to receive credit for that work
- fails to properly document source material in a paper or project
- receives editorial assistance that falls outside the scope of acceptable assistance

NOTE: The list above is intended only to provide general guidelines for recognizing and avoiding common types of academic dishonesty. It is in no way an exhaustive or comprehensive list of all the types of academic dishonesty. Except in cases of major offenses, responding to academic dishonesty is the responsibility of the instructor of the course in which the dishonesty occurs. If a student is responsible for academic dishonesty, they may be dismissed from the class and may receive a failing grade. Other penalties may include suspension or expulsion from school.

Special note on grades of “I” –Incomplete: Please be very careful when assigning a grade of “I” or not entering a grade at all, as it will require you to follow up with the student so that work can be completed for the final grade. If you forget to put in a grade or you assign an Incomplete, the student’s grade will automatically change to an “F” after 12 months.

### Code of Conduct – Academic Honesty

The university’s goal is to foster an intellectual atmosphere that produces educated, literate people. Because cheating and plagiarism are at odds with that goal, they shall not be tolerated in any form. Students are expected to adhere to the rules and regulations as set forth in the Student Code of Conduct. Therefore, all work submitted by students must represent their own ideas and effort; when the work does not, they have engaged in academic dishonesty.

Plagiarism occurs when a person passes in another person’s work as his or her own or borrows directly from another person’s work without proper documentation. For example, academic dishonesty occurs whenever a student:

- buys a paper or other project, then seeks to receive credit for the paper or project
- copies from another student’s exam, either before, during, or after the exam
- uses “crib notes” while taking an exam or uses information stored in a computer or calculator (if prohibited from doing so)
- allows another person to take an exam in his or her place or takes an exam for another person
- collaborates on take-home exams when such collaboration is forbidden
- copies the work of another person and attempts to receive credit for that work
- fails to properly document source material in a paper or project
- receives editorial assistance that falls outside the scope of acceptable assistance

### Classroom Support

The Concurrent Enrollment Program will provide textbooks and other supplies to ensure class alignment with the university courses. Concurrent Enrollment instructors submit budget requests for lab supplies and textbooks on school letterhead to Fabiola Juarez-Coca at fj@boisestate.edu. The faculty liaison will review each request. Funds for lab supplies will be sent directly to the high school.

### Substitution or Cancellation of Concurrent Enrollment Courses

Instructors who are unable to serve more than five consecutive teaching days need to contact the Concurrent Enrollment Program and their department faculty liaison. The substitute must have equivalent qualifications and department approval for long term instruction. If the instructor cannot find a substitute that is qualified to teach the course or can no longer teach, we will cancel the course and refund students their money.

### Boise State Curriculum Used for Concurrent Enrollment Courses

During the approval process, the school and instructor teaching for Boise State agree to adopt the Boise State curriculum for the Concurrent Enrollment course. By adopting the Boise State curriculum it verifies that Boise State owns the course. An instructor may not teach the same class/section for multiple institutions. This complies with Boise State policy and NACEP accreditation requirements. As long as the Boise State curriculum is being taught, teachers have the academic freedom to add more to their course. In a few cases, schools may combine AP and Concurrent Enrollment courses in the same class. Students will choose to sign up for Concurrent Enrollment or to take the AP test offered in May.

### Teacher Honorarium

Concurrent Enrollment instructors will receive a stipend to assist with classroom support for doing the additional work required for the Concurrent Enrollment Program. The amount provided is based on a scale related to enrollment numbers; starting with a base rate of $300 for a minimum enrollment of 3-5 students, with an increase of $250 for each additional 1-5 students, up to a 55-student enrollment cap.

For Boise and West Ada School Districts, the stipend is sent directly to the District and used strictly for classrooms supplies. All other school districts allow the stipend to be paid directly to the CE instructor.

### Syllabus Requirement

Instructors are required to submit an updated electronic syllabus on the Concurrent Enrollment template every year in August before school starts. This ensures that we have the latest curriculum change on file for students and other institutions when requested.
CONCURRENT ENROLLMENT FACULTY HANDBOOK

CURRICULUM ASSESSMENT

Faculty Liaison Classroom Visit
The Boise State faculty liaison will do a classroom visit to ensure that Boise State curriculum is being followed, and to provide academic support. High school instructors must contact the faculty liaisons to schedule the classroom observation visit. The contact information for the faculty liaisons is found on page 14.

COURSE EVALUATIONS BY STUDENTS

Evaluations Process
To comply with NACEP accreditation and Boise State policy, all students need to have the opportunity to evaluate their Boise State course.

Before evaluations begin, instructors need to verify class rosters to confirm student enrollments. If adjustments need to be made, instructors must notify the Concurrent Enrollment Office immediately.

For instructions on how to view class rosters, go to oit.boisestate.edu/myboisestate/view-class-roster
In the Class Roster, instructors are able to look up student information under the tab Contact Information. The student Boise State ID is available along with the username before the @u.boisestate.edu. Instructors can give students this information or the student can contact the Concurrent Enrollment Office at 426-3750 or via email at concurrentenrollment@boisestate.edu to get their username and Boise State ID number. Students must create their myBoiseState password before they will be able to access their Student account. Instructions on how to set up their student account can be found at concurrentenrollment.boisestate.edu.

Evaluation Periods for 2015-2016
- December 1-15, 2015 for fall semester classes
- April 19-May 10, 2016 for year-long and spring classes

Instructors are asked to post evaluation periods to encourage students to participate.

How to Add Questions to the Evaluation
Before the evaluation period, instructors will have the opportunity to add questions. To add questions, go to ir.boisestate.edu/onlineevals and log in with your myBoiseState username and password. Instructions on how to enter your questions will be on the site.

Response Rates
Instructors can log on to the evaluation system any time to track response rates for their classes. Students will get an email confirmation after they fill out their evaluations. Please either have them forward this confirmation email to you or have them print it off for your records.

Review Course Evaluations
Once grades are submitted, instructors can view class evaluations by going to the link ir.boisestate.edu/onlineevals and log in with their myBoiseState login.

Evaluation results will remain accessible on Bronco CourseEval by term and can be saved electronically.

The results will be available to the instructor, faculty liaison and the Concurrent Enrollment office after the semester grades are submitted.

For OIT assistance, contact the Help Desk at 426-4357 or helpdesk@boisestate.edu. Business hours are Monday through Friday from 7 a.m. to 6 p.m. and Saturday and Sunday from 10 a.m. to 5 p.m.

BOISE STATE UNIVERSITY CONCURRENT ENROLLMENT (CE) NON-COMPLIANCE POLICY

The Non-Compliance Policy is meant to provide some guidelines for both the CE instructors and faculty liaisons. Concurrent Enrollment high school instructors are required to use the Boise State-approved course syllabus, textbook, curriculum and assessments, and demonstrate college professionalism in classroom management and rigor. Additionally CE instructors are required annually to complete the following responsibilities:

1. Providing the CE course syllabus to the CE office.
2. CE Instructors must attend professional
development opportunities provided by the academic department in partnership with the designated faculty liaison.
3. Facilitating student course evaluations for year-long and semester classes.
4. Work with faculty liaison to schedule classroom observation visits.

All of these requirements are meant to ensure a quality concurrent enrollment program. If one or more of these requirements are not met annually, then the CE faculty liaison or director will discuss with the CE instructor the steps needed to correct the problem, so that they are back in compliance. If the steps are not taken to correct the problem, then the CE instructor will not be approved to continue to teach for the concurrent enrollment program. As other situations or types of changes arise, these procedures will be revised to address them. The intent of these procedures is to encourage all parties to address concerns in a collaborative manner and with as much lead time as possible to cause the least disruption in the high school schedules.

In the case of a CE instructor failing to meet the annual CE requirements of providing a syllabus per course, attending professional development, facilitating annual classroom observation visits and providing student course evaluations, the following steps should be taken.

1. The faculty liaison or director will discuss the concerns with the CE instructor and set a reasonable time for the CE instructor to address the concerns and correct the problems. All emails should include the CE director to keep each other informed of concerns and for documentation that actions are being taken by both parties.
2. If the concerns are not corrected within a reasonable time (i.e., one semester) the faculty liaison will inform the CE director of the concerns regarding the CE offering so that he/she can contact the high school and/or school district administrator.
3. If the above steps do not correct the problems, the CE director and faculty liaison will co-write a letter to the CE instructor and/or school district administrator listing specific issues.

The letter documenting the non-compliance issues should contain the following key points:
• Include a specific date by which the concerns listed in the letter need to be addressed or corrected as determined on a case-by-case basis. Include the consequences of not correcting the problems by the above date.
• Include a place for dated signatures of the CE instructor, faculty liaison and CE director. Keep a file copy of the signed letter.
• Hold follow-up discussions with the appropriate parties on the issues.
• Follow up with the CE instructor to see if he/she has addressed and corrected the issues included in the letter before the deadline.
• Future course proposals may be denied if the concerns addressed in the letter are not corrected.

Procedure to Discontinue a Concurrent Enrollment Course
The partnerships between Boise State University and the school districts require collaboration before a CE course is discontinued. Changing or discontinuing a course that is offered for concurrent enrollment impacts our partners in public education. However, a CE course may be discontinued for the following reasons:
A. Curriculum changes within Boise State courses or programs.
B. Changes in credential requirements for high school instructor.
C. Concerns over the quality of instruction or rigor in the concurrent enrollment class.

A. Curriculum changes in Boise State courses or programs
In the case of curriculum changes to Boise State courses or programs, the following steps should be taken to provide timely information to the school districts:
1. The faculty liaison will inform the CE director of the proposed changes that require discontinuance of the concurrent enrollment course offering so that he/she can contact the high school and/or school district administrators as soon as possible.
2. Continue to grant credit for the CE courses in question through the duration of the existing concurrent enrollment contract (school year).
3. Provide support to assist high school instructors in adjusting to the changes, such as timely notification, professional development, and allowing sufficient time to implement the change.

B. Changes in credential requirements for high school instructor.
In the case of changes in CE instructor credential requirements, the following steps will be taken to provide timely information to the school districts:
1. Faculty liaison will inform the CE director of the new credential requirements so that he/she can contact the CE instructor, high school and/or school district administrators as soon as possible so that changes may be made within the time limit established by the academic departments.
2. Continue to grant credit for the CE courses in question through the duration of the existing concurrent enrollment contract (school year).
3. Provide assistance to CE instructors to work towards meeting new requirements; provide training, and Concurrent Enrollment scholarship funds for course work and materials.
C. Concerns over the quality of instruction or rigor in the concurrent enrollment courses

In the case of concerns over the quality of instruction, the following steps should be taken to enable the CE instructor to address the concerns of the Boise State academic department. It is intended that instructional issues be addressed on a case-by-case basis, with the goal of assisting the CE instructor to correct the problems.

1. The faculty liaison documents the concern using the CE Classroom Observation form during a site visit.
2. The faculty liaison will discuss the concerns with the CE instructor and set a reasonable time to address the concerns and correct the problems. The CE director should also be informed at this point.
3. The faculty liaison will provide written feedback or guidelines on the curriculum changes they want to see implemented by the CE instructor to supplement the CE Classroom Observation form.
4. If the concerns are not corrected within a reasonable time (i.e., one semester), the faculty liaison informs the CE director of the concerns regarding the concurrent enrollment offering so that he/she can contact the CE instructor and/or school district.
5. If the above steps do not correct the problems, the CE director and academic administrator will co-write a letter to inform the CE instructor the course will not continue.
Student Cost
Concurrent Enrollment gives students a head start on their college education at a discounted rate. The cost is $65 per credit (i.e. 3 credit class = $195) for Concurrent Enrollment students, compared to $273 per credit as a part-time college student.

Student Eligibility
The target audience of the Concurrent Enrollment Program is high school students. In order to enroll in the program, students must:
- Have a 3.0 cumulative GPA (a minimum 2.7 GPA will be considered with instructor approval)
- Have the approval of a parent/guardian

Student Registration Process
- Registration deadline for Fall semester and year-long classes: Thursday, October 1, 2015.
- Registration deadline for Spring semester classes: Friday, February 12, 2016.

Instructors will be contacted at the start of the fall or spring semester to schedule a date and time when a Concurrent Enrollment Program representative will visit each classroom to give a 15- to 20-minute presentation and hand out registration materials.
- The students can mail directly or submit their registration form to their instructor with their payment attached. Concurrent Enrollment will provide postage-paid envelopes to the instructors to mail in registration forms and payments.
- Students can also access a registration form online at concurrentenrollment.boisestate.edu
- We are asking that the application be sent to Concurrent Enrollment two weeks after the class presentation to enroll students in the class in a timely manner.

Once enrolled, students will receive a letter from Admissions informing them that they are officially admitted and giving them their username and Boise State ID number. They will use this information to access their student records on myBoiseState, pay online and view their transcript.

Student Payment Options
- Online with Credit Card - Credit card payments can be done through myBoiseState once student’s registration is complete.
- Phone - Students may call Boise State Payment and Disbursement (208) 426-1212. They must have their Boise State ID number available.
- Check - Checks are made payable to Boise State University with the student’s name and school on the memo line and attached to the registration form.
- Money Order - Made payable to Boise State University with the student’s name and school on the memo line and attached to the registration form.

An extension on the payment due date is possible. Students need to contact the Concurrent Enrollment Program office as soon as possible.

Student Withdrawal Process
Instructor-Initiated
When you have a student who needs to withdraw from the class, you must let the Concurrent Enrollment staff know. You are the first point of contact for the student, and if they withdraw from your class, you need to let us know so that we can withdraw them from the class at Boise State. It is recommended that you notify the student before requesting a withdrawal.

Contact a Concurrent Enrollment staff member to request the student’s withdrawal and a grade roster regenerated before submitting your grades. Instructors do have the option to fail a student.

Please note that once grades are submitted, we are unable to withdraw students.

Student-Initiated
To withdraw from the program, students must officially drop the class by contacting a Concurrent Enrollment staff member via email. Students email their name, Boise State ID number, school, teacher, class name and the reason they are withdrawing.
- Drop Deadline for fall 2015: Friday, November 6, 2015 for fall and year-long classes to receive a refund without any consequences on their transcript. Starting Saturday, November 7, 2015, students will not receive a refund and will have a “W” on their transcript.
- Drop Deadline for spring 2016: Friday, March 11, 2016 for spring semester classes to receive a refund without any consequences on their transcript. Starting Saturday, March 12, 2016, students will not receive a refund and will have a “W” on their transcript.

Note: If junior standing students receive Fast Forward funding for a course, failure to earn credit by receiving a “W” on their transcript will impact their future Fast Forward eligibility.

Boise State Grades — core courses and upper division courses required by the major need a C- or higher to fulfill a requirement. Some departments may require a C or higher for all of their major requirements.

SCHOLARSHIPS

Need-Based Scholarships
Students who are eligible to receive free or reduced lunch may apply for a need-based scholarship to help pay for one academic course per school year. Scholarships may be awarded on a first come, first
served basis in the range of $65 to $260 depending on the need. The application can be found at concurrentenrollment.boisestate.edu. Click on “Scholarships” and follow the online instructions to apply:

- Scholarship application deadline for fall 2015 and year-long classes: **Thursday, October 1, 2015.**

**STUDENT BENEFITS PROVIDED BY CONCURRENT ENROLLMENT**

**Student ID Cards**
Students enrolled in Concurrent Enrollment classes can go to the Information Desk located in the Student Union Building to obtain their Boise State student ID for a $25 fee. To get the card, students will need to take their official Boise State ID number verifying their participation in the Concurrent Enrollment Program along with a picture ID. To request an email confirming participation, contact concurrentenrollment@boisestate.edu. The ID card gives the student the ability to check out library books and attend on-campus activities. The Information Desk can be contacted at (208) 426-4171, open Monday-Friday, 8 a.m. to 5 p.m.

**Writing Center**
Students enrolled in the Concurrent Enrollment Program have access to the Boise State Writing Center. This service is free and allows students to submit written work and receive feedback for improvements from highly trained writers. This can be done either face-to-face or through e-mail. For consultations, students should visit writingcenter.boisestate.edu for information about scheduling appointments and e-mailing work. Students must plan ahead.

**Tutorial Services**
Advising and Academic Enhancement is a place for undecided students and tutorial services. Please go to aae.boisestate.edu and on the left side of the page click on “Tutorial/Academic Enhancement” to find out information for students.

**Library Contact Information**
The Albertsons Library is available for use by teachers and students in the Concurrent Enrollment Program. Student or Faculty ID card can be used to check out books. The library website can be found at: library.boisestate.edu. You can also reach the reference desk at (208) 426-3301 and the main desk at (208) 426-1204. Your myBoiseState username and password will also grant you remote access to the online databases.

**Transferability of Credits**
The credits earned in Boise State’s Concurrent Enrollment Program can be transferred to other colleges and universities and applied toward degree requirements or electives. All Idaho institutions of higher education, as well as most accredited colleges and universities around the country, accept these CE credits. It is important and the responsibility of the student to consult with the college/university they wish to attend regarding the transferability of any university credits earned before enrolling in our program.

**University Transcripts**
Students can order and pay for official transcripts through myBoiseState. Remind students to wait until grades are posted to request official transcripts. To access myBoiseState students need their username and Boise State ID number found on your class roster. First-time students need to create a password, to set up myBoiseState. Students must go to my.boisestate.edu, click on “Create/Reset Your Password” and follow the instructions. Students can leave the social security blank, as we do not ask for this information. If they have already given Boise State their social security number, then they must enter it. Once a student creates a password in myBoiseState they can follow the step-by-step instructions on how to navigate through myBoiseState at oit.boisestate.edu/myboisestate. For help contact the Help Center at (208) 426-4357 or email helpdesk@boisestate.edu. Students can also go to registrar.boisestate.edu, click “Transcript Request.”

**Admissions Information For Students Planning to Attend Boise State Upon Graduation**
Students who plan to continue their educational career at Boise State University as a full-time student can get information from admissions.boisestate.edu. Concurrent Enrollment students will need to submit a new application, high school transcripts, and ACT/SAT test scores. Contact Admissions at (208) 426-1156 for any questions.
### LIST OF COURSES OFFERED FOR CONCURRENT ENROLLMENT

For the most current list of classes and credentials, go to [concurrentenrollment.boisestate.edu](http://concurrentenrollment.boisestate.edu), click on “Information for Prospective Educators” and view/download the “List of classes and required teacher qualifications” (PDF).

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<thead>
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<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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Campus Visits

We welcome and encourage any Concurrent Enrollment class to visit the main campus. Concurrent Enrollment students are considered Boise State students and getting exposure to the university environment is a great way to feel part of the Boise State community.

To set up a campus visit, please fill out and submit the online Boise State Campus Visit Request Form found on the concurrentenrollment.boisestate.edu website.

NOTE: May 6, 2016, is the last day for campus visits for the spring semester.

HIGH SCHOOLS PARTICIPATING IN THE CONCURRENT ENROLLMENT PROGRAM

For the most current list of high schools, go to concurrentenrollment.boisestate.edu, and click on “Participating High Schools”.

Ada Professional-Technical Center
Bishop Kelly High
Boise High
Borah High
Caldwell High
Cambridge High
Capital High
Carey High
Castleford High
Centennial High
Cole Valley Christian School
Columbia High
Compass Academy
Eagle High
Emmett High
Fruitland High
Garden Valley
Homedale High
Horseshoe Bend High
Idaho Arts Charter High
Idaho Digital Learning Academy
Idaho Fine Arts Academy
Idaho Virtual Academy
Kuna High
Liberty Charter High
McCall-Donnelly High
Melba High
Meridian High
Meridian Medical Arts Charter School
Meridian Technical Charter School
Middleton High
Mountain Home High
Mountain View High
Nampa Christian
Nampa High
Ontario High (Oregon)
Parma High
Payette High
Renaissance High
Rocky Mountain High
Shelley High
Skyview High
The Ambrose School
Timberline High
Treasure Valley Math & Science Center
Vallivue High
Victory Charter High
Vision Charter School
Weiser High
Faculty Liaison Job Description

The quality and academic rigor of the Concurrent Enrollment Program is dependent on the active participation of the faculty liaison. The Boise State academic department faculty liaison provides curriculum oversight and support to the high school instructors. The Concurrent Enrollment Program will provide administrative and financial support to ensure all Concurrent Enrollment credit classes offered in partnership with Boise State University and partner high schools meet academic rigor.

The primary responsibilities of the faculty liaison are as follows:

• Review new articulation applications submitted by high school instructors.

• Ensure the Concurrent Enrollment Program classes reflect the university’s and/or academic department’s pedagogical, theoretical, and philosophical orientation. Document how you orient the Concurrent Enrollment Program instructors to the university’s and/or academic department’s pedagogical, theoretical, and philosophical teachings.

• Provide orientation on course curriculum, assessment criteria, and course philosophy to the high school instructor.

• Plan and conduct annual or bi-annual professional development workshops on course integrity, grading standards, course pedagogy, theory and philosophy and other appropriate topics in the content area. Funding and event planning will be provided by the Concurrent Enrollment Program. The workshops programming can be done by other faculty in the department.

• Communicate department information each semester to high school instructors. Include high school instructors in department correspondence, listserv, academic notices and general information.

• Visit high school instructors on-site annually or every other year. Document class visits using the “Classroom Visit Observation” form. A stipend of $500 per instructor will be provided by the Concurrent Enrollment Program.

• Communicate at least once per semester/year via email or phone. Copy the Concurrent Enrollment Program Director on email correspondence.

• Be available to present discipline-specific lectures on-site to concurrent enrollment students. Lectures will be planned well in advance at the request of the Concurrent Enrollment Program teachers.

• Discuss the college experience to high school students. This may be done when faculty liaison visits the high schools or when Concurrent Enrollment Program instructors bring high school students to visit the Boise State campus. Assist Concurrent Enrollment Program Coordinator with department tours.

• Provide high school instructors with current sample syllabi, sample exams and other course materials on an annual basis.

• Supply high school instructors with desk copies of current textbooks when requested.

• Assist high school instructors/school districts in selecting department approved textbooks when asked for input.

• Regularly review course syllabi.

---

Dawn Shepherd, Associate Director of First-Year Writing Program, leads a Concurrent Enrollment English workshop.

High achievers in high school need to be challenged beyond what is ‘good enough’ to make the grade. When they are expected to write and think like college students, their attitude changes. No longer are they cruising through high school. They’re reaching for excellence, and they’ve got the credits to show for it.”

- Melinda Garcia, Idaho Digital Learning Academy and Middleton High School English Instructor, Concurrent Enrollment
# Faculty Liaison Contact Information

<table>
<thead>
<tr>
<th>Program</th>
<th>Contact Information</th>
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| **Accountancy**          | Troy Hyatt  
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  FRENCH 101/102 |

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**College Ready Courses**

<table>
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<tr>
<th>Program</th>
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| **Advising and Academic Enhancement** | Karina Smith  
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  MS 1150, 426-3505  
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  Margie Ruppel  
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  ACAD 106 |
| **Albertsons Library**   | Jennifer Ivonne  
  jenniferivonne@boisestate.edu  
  MS 1310, 426-1729  
  ACAD 108 |

---

**Career Center**

<table>
<thead>
<tr>
<th>Contact Information</th>
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</table>
| Jennifer Ivonne  
  jenniferivonne@boisestate.edu  
  MS 1310, 426-1729  
  ACAD 108 |
Jon Buckridge, Marian Thomas and Kimberly Pixler during a Concurrent Enrollment English Workshop.
Questions or comments should be directed to any of the following:

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Concurrent Enrollment Program
220 E. Parkcenter Blvd.
Boise ID 83706-3940

concurrentenrollment.boisestate.edu

For news, events and photos, join us on Facebook! Search for Boise State Concurrent Enrollment.