



A Concurrent Enrollment Partnership at La Roche College

Information for Faculty and Administrators

Scholar Mission Statement

The Scholar Program is a concurrent enrollment partnership between La Roche College and a number of western Pennsylvania high schools. Since 1995, Scholar has enabled qualified sophomore, junior, and senior high school students to earn credits toward a college degree. With this program, La Roche College wants to provide a direct connection between a secondary and post-secondary institution and an opportunity for collegial collaboration. Scholar's goal is not only to allow high school students to earn college credits, but to earn college credits through La Roche's admirable mission.

The Scholar Program will support partner high schools, providing any help required for enhancing the high school curriculum. As a result, the Scholar Program will offer the opportunity to create bridges from high school to college, allowing high school students to become confident, mature, achieving young adults.

Scholar Faculty Based at Partner High Schools

What is initially required of the teacher?

In order to be approved to teach for the Scholar Program, teachers must have at least three (3) years of teaching experience, be recommended by their high school principal, and have the same qualifications to be approved as a La Roche College adjunct instructor. For consideration, the following academic credentials are required:

- Current resume or curriculum vitae
- College transcripts (a graduate degree is required)
- State certification
- Evidence of advanced education/training/experience in the subject area within the last five (5) years
- Letter of recommendation from partner school principal

Materials for consideration are to be sent to the Coordinator of Dual Enrollment & Secondary School Programs, who will prepare the necessary cover form and send them to the appropriate academic department. The chair of that department will review the credentials of the teacher, and may request additional information if needed. They will then send their recommendation to the Vice President for Academic Affairs for consideration. Final approval will come from the Vice President for Academic Affairs, and notification of that decision will be provided to the requestor at the high school by the Coordinator of Dual Enrollment & Secondary School Programs.

What are the requirements for the Scholar course?

Teachers implementing a new Scholar course may use the La Roche College course outline and textbook. If it is not feasible to use the exact outline, the teacher can submit a copy of the high school course outline to the Dual Enrollment & Secondary School Programs Office, along with a list of textbooks and any other instructional materials used for the course. The chair of the appropriate La Roche College academic department will then evaluate its equivalence to the corresponding college course, focusing on course content, objectives, student learning outcomes, and methods of assessment. Additional information may be requested if needed. The department chair will send their recommendation to the Vice President for Academic Affairs for consideration. Final approval will come from the Vice President for Academic Affairs, and notification of that decision will be provided to the requestor at the high school by the Coordinator of Dual Enrollment & Secondary School Programs.

What are the requirements of partner high school teachers in the Scholar Program?

- Scholar teachers grade course examinations and assignments.
- Scholar teachers verify the class rosters sent to them by the La Roche College Registrar, and promptly return them with grades at the close of classes.
- Scholar teachers communicate with the college's faculty about course content, course outlines, assignments, textbooks and resources.
- Scholar teachers verify their students complete an online evaluation survey within the last three (3) weeks of every Scholar course. The electronic survey is found at www.laroche.edu/ScholarEval, and also on the Scholar website.
- Scholar teachers complete their own evaluation survey within the last three (3) weeks of every Scholar course they teach. This electronic survey is found at www.laroche.edu/ScholarFacultyEval, and also on the Scholar website.

- Scholar teachers complete the appropriate course assessment template, demonstrating how their curriculum satisfies overall course objectives, identifying student learning activities, assessment methods, achievement targets and findings, and documenting any action plans created to influence the following year's findings. These should be submitted annually at the close of each Scholar course, accompanied by any useful course artifacts.
- Scholar teachers review the appropriate course outlines yearly, and make their course outlines available to the college's faculty.

What enrichment opportunities are offered to Scholar teachers?

- To support Scholar teachers in their continuing education, La Roche College waives the tuition for one graduate or undergraduate course annually. Teachers may request a tuition waiver form from the Registrar's Office. The waiver applies to tuition only; it does not include other academic fees, course textbooks, or supplies.
- Scholar high school teachers are encouraged to take advantage of the tuition waiver policy at La Roche College.

What is required of the principal or liaison?

- The designated Scholar liaison recommends and approves students for the Scholar Program, verifying eligibility, grade point average, and prior completion of any course pre-requisite requirements via the DualEnroll.com within the active enrollment period.
- Recommend students demonstrating financial need for available scholarship funds when necessary through the DualEnroll.com system, and completing the high school liaison portion of the scholarship application form, submitting it for consideration no later than the November 15 deadline (see Scholar Scholarship section of Handbook).
- Partner school principals identify and recommend teachers of high school honors courses for the Scholar Program.
- Partner school principals send the teacher's credentials and course materials to the Coordinator of Dual Enrollment & Secondary School Programs to initiate the approval process.
- Liaisons and teachers work with the Coordinator of Dual Enrollment & Secondary School Programs to plan students' attendance at Scholar sessions when applicable.
- Principals and liaisons verify that the Registrar's Office has received the student grades, and the annual course assessment materials have been sent to the Coordinator of Dual Enrollment & Secondary School Programs prior to June 30th.
- Principals and/or liaisons verify that all Scholar faculty and students complete the annual online evaluation survey at the close of each Scholar course. Administrative liaisons also complete the faculty/liaison survey. Both surveys are found on the Scholar website at www.laroche.edu/scholar, or the following links:
 - Students: www.laroche.edu/ScholarEval
 - Faculty/Liaisons: www.laroche.edu/ScholarFacultyEval

Scholar Financial Award

Students in the Scholar Program who enroll at La Roche immediately after high school will have the college application fee waived and are eligible for a financial award. The one-time \$2,000 award is available to academically motivated students who have successfully completed three or more college credits through the Scholar Program. The high school Scholar liaison must nominate students with a letter of recommendation to accompany their admissions application. Please contact the Office of Freshman Admissions at admissions@laroche.edu or 412.536.1272 for more details.

La Roche College Scholar Faculty Representatives

La Roche College faculty members are recommended by the department chairs to participate in the Scholar Program. Their requirements are:

- According to the particular subject, provide tests or assignments to the high school teachers, or evaluate student work
- Discuss the course content with the high school teacher and schedule sessions, if appropriate
- Review both the La Roche and high school course outlines yearly, and make their course outlines available to the high school teachers

DUAL ENROLLMENT & SECONDARY SCHOOL PROGRAMS
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