



Memorandum of Understanding for Teachers Dual Credit

This document forms the basis for the relationship between teachers at partner institutions and Truman State University working together to implement dual credit courses envisioned in the Educational Services Agreement between Truman and

_____ High School.
(Name of School)

_____ has been assigned to teach _____ as part of this agreement.
(Name of Teacher) (Name of Course(s))

Truman State University and the Institute for Academic Outreach agree to:

- Provide the teacher compensation for his/her services at the scale articulated in the Educational Services Agreement.
- Provide technical support for teacher use of Truman technologies.
- Provide an annual orientation to the dual credit program.
- Make available professional development opportunities to all participating teachers.
- Provide a faculty liaison from the academic department that serves as home to the course shared by the University and the high school.
- Conduct an annual site visit to evaluate teachers' work and provide additional support and mentorship.
- Keep the teacher informed in a timely fashion about changes in University, state, or national policy that may impact their dual credit course.
- Provide access to the equivalent of one three-credit graduate course of tuition remission for each year of service to the program.
- Provide additional appropriate on-campus resources on request.

The partner school's high school teacher agrees to:

- Attend the annual dual credit orientation program.
- Participate in professional development opportunities, as provided by the University, on a regular basis.
- Provide appropriate course documentation for evaluation by the faculty liaison and the Institute for Academic Outreach, including, but not necessarily limited to: syllabi, assessments, assignments, and samples of student work, in order to establish course comparability.
- Use the same textbook as that required of students in the same course taught on campus.
- Provide access to their assigned faculty liaison for a classroom visit/observation and conversation about their course.
- Assist the Institute for Academic Outreach in the registration of students, the creation of a class roster, and the collection of documentation authenticating student eligibility.
- Submit grades to Truman State University in a timely fashion.
- Complete other tasks, as may arise from time to time, necessary to smoothly execute the partnership between their school and Truman State University.

Questions should be directed to the Institute for Academic Outreach at institute@truman.edu or 660-785-5384.

(Teacher's Signature)

(Date)