

CASCADIA IN THE HIGH SCHOOL

Cascadia in the High School is a dual credit program committed to academic excellence in the classroom and a collaborative, supportive relationship with its participating high school teachers. Cascadia is a member of NACEP (National Association of Concurrent Enrollment Programs) and like all CIHS program in Washington, we follow its [national standards](#) that have since been adopted and required by the Washington State legislature.

If you are a high school teacher interested in teaching a CIHS course through Cascadia, we would be delighted to hear from you. Before beginning the process, here are a few questions to consider that will help gauge your readiness.

- Is your department at the high school supportive of your course and its participation as a dual credit opportunity?
- Is your high school principal supportive of your participation? Would they be willing to provide a substitute if you needed to attend a discipline meeting on-campus?
- Are you able to make recommended changes to your curriculum so that it aligns with Cascadia's course learning outcomes?
- If a specific college level textbook is required, would your high school/district be able to make that change?
- Are you willing to collaborate with a faculty liaison in order to adopt required assignment or assessment?
- Are you willing to work with a faculty liaison and CIHS program staff to provide the documentation and evidence required to ensure that your course reflects the pedagogical, theoretical and philosophical orientation of courses taught on our main campus.

New CIHS Teacher and Course Review Process

High school instructors and/or administrators interested in CIHS for their high school should start by emailing the CIHS program administrator, Erik Tingelstad - Dean for Student Learning (etingelstad@cascadia.edu).

High School Course Qualifications

- A course must be the equivalent of an existing Cascadia course, 100 level or higher and fit within the Associate in Integrated Studies (AIS) Degree which is our primary transfer degree.
- A course must serve primarily sophomores, juniors or seniors, freshman are not allowed to register for credit according to current state guidelines.
- Career and Technical Education (CTE) courses are separate and distinct from CIHS courses. Cascadia articulates CTE courses through a separate program known as [Tech Prep](#).

Teacher Qualifications

CIHS instructors are required to meet the same minimum qualifications established for associate faculty teaching sections on our main campus. The college's [discipline specific qualifications](#) are posted on the main Cascadia website.

Teacher Approval Process

- After notifying the college of their interest, high school instructors must provide the college with a current resume/curriculum vitae and a copy of their college transcripts.
- The CIHS program coordinator will forward the application materials to the appropriate Dean and request a faculty review.
- If the high school instructor meets minimum qualifications, the CIHS program coordinator may arrange for a meeting with the faculty to discuss the course in more detail (curriculum, assessment criteria, and discipline philosophy) and anything that may need to be done in order to ensure alignment.
- You may be asked to audit one of Cascadia's course offerings as part of your approval.
- If the high school principal/administrator is not part of this meeting the college may require a letter of support on behalf of the course/teacher.
- If the college faculty approve the course and instructor, the CIHS program administrator will provide a written confirmation sent to the high school. The college will also then assign the teacher a Cascadia faculty liaison and schedule a program and discipline specific orientation.
- If the course/instructor is not approved, the college will provide the instructor with a written explanation for why the course/instructor was denied.

Our goal is to have all courses and their instructors vetted and approved by the end of Spring quarter for the following academic year.

New Instructor Orientation

New CIHS instructors are required to participate in a program orientation and a discipline specific orientation.

Step one involves a CIHS program orientation with the CIHS Program Administrator/Dean for Student Learning. This meeting will address program management and logistics, specifically items like instructor expectations, compensation, course registration and more.

Step two is a discipline/course specific orientation with your liaison faculty. The liaison faculty is your connection to the discipline and will provide information about expectations regarding how the course is taught on the main campus. The liaison faculty will be able to speak with you in detail about your course syllabi, the Course Outcome Guide, textbook information and other teaching materials, examples of student work, assessment criteria or tools (e.g. papers, quizzes/exams, portfolios, lab activities, etc.) grading criteria and standards.

Orientation must be completed prior to the start of the school year.