



## Snow College CE High School Teacher Agreement

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We appreciate the time and effort you invest to ensure a high quality course is delivered at your school. To that end, we ask that you read and sign this document every year, which outlines guidelines for course delivery for Snow College concurrent enrollment courses.

- I will teach the course content as outlined by the master course syllabus (see <https://www.snow.edu/syllabus/>).
- I recognize that this is a college class taught at the high school, instead of being a high school class that awards college credit. The course should match college-level standards, rigor, course curriculum, etc.
- I will submit each student’s final letter grade into Badger Web within one week of the class’s conclusion. The grade entered in Badger Web should reflect the cumulative letter grade for **all** course work across all terms. (See <https://www.snow.edu/ce/grading> for more information.)
- I will submit student artifacts for department and college assessments when requested.
- I recognize that I should expect a Snow College professor to have access to the Canvas course and to schedule a class visit at least once during the year.
- I will provide a detailed syllabus to the applicable Snow College Department Chair.
- I agree to contact appropriate college officials for assistance (see “Snow College Contacts” below) if any questions or concerns about my course arise.

I have read and agree to adhere to the procedures listed above:

_____	_____
<b>Printed name</b>	<b>Signature</b>
_____	_____
<b>Date</b>	<b>Academic Year</b>
_____	_____
<b>Course</b>	<b>High School</b>

*An agreement must be signed every year*

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### Snow College Contacts

For questions:

--on entering grades, student enrollment, and general concurrent enrollment policies: contact your school’s Snow College Advisor (found here: <https://www.snow.edu/ce>) or CE Director Mike Daniels, [mike.daniels@snow.edu](mailto:mike.daniels@snow.edu) 435-283-7320.

--on curriculum, training, composition-specific issues, or site visits: college department chair or liaison

--on Canvas help, tech issues, student logins: TLC Director Justin Thorpe, [justin.thorpe@snow.edu](mailto:justin.thorpe@snow.edu) 435-283-7340 or 7341