New Teacher Application

Thank you for your interest in becoming a teacher in College in High School (CHS). Please read through the following information about the application process. Applications received by April 15 will be considered for teaching in the upcoming fall. For applications received after this deadline, CHS cannot guarantee consideration of applications for the upcoming fall, and applying teachers may have to wait until the following year.

If you have questions through this process, please call us at 412-624-6828.

Following are some points to consider before you apply:

- If you are applying to teach CHS Chemistry and your high school is more than 2 hours from the University of Pittsburgh, please call the CHS office before you apply.

- A course similar to the University of Pittsburgh course must be taught or offered for credit in your high school.

- A University of Pittsburgh CHS faculty liaison will review your credentials to determine if you may become certified to teach in CHS. You and your principal will be notified by mail of the decision.

- You may be required to take and successfully complete additional courses in order to be approved to receive certification. Contingent on availability of funds, CHS will pay for the tuition if the course is taken at the University of Pittsburgh. (In addition, if you are interested in but not required to take a course in your subject area, CHS may have funding to provide partial tuition assistance for participating teachers.)

- When the CHS faculty liaison agrees that you can be certified to teach in CHS, you must attend a mandatory, one-day New Teacher Orientation in May at the University of Pittsburgh.

- You must agree to follow the CHS subject-area Course Outline. In some courses, CHS teachers are required to administer tests and assignments provided by the University.

- Your school must agree to release you to attend the annual Teachers’ Meeting for the teachers in your course, which is held on campus once a year.

Please direct further questions to

College in High School
208 B Thackeray Hall
University of Pittsburgh
Pittsburgh, PA 15260
Phone: 412-624-6828 / Fax: 412-624-5003
chspitt@pitt.edu
Please submit the following:

1. The Teacher Application Cover Sheet and Teacher Agreement included in this packet.
2. A copy of your college transcripts (highlight relevant courses). Photocopies of your transcripts are permitted.
3. A letter of recommendation from your high school principal.
4. A letter from you stating the number of years you have taught the subject and any experiences that demonstrate your mastery of the subject.
5. A course outline or syllabus, if you are teaching a similar course. Include the title, author, and publisher of the text you are using.
6. If you are asked to take a course in order to receive CHS certification, upon completion of the course you must submit a copy of your grade report.

Additional subject-specific requirements appear below and on the next page:

Argument
- A 2-3 page written statement describing your personal approach to teaching argument.

Chemistry
1. Include one typical unit exam or final exam from each chemistry course (Chem 1, Chem 2, AP Chemistry, etc) which you currently teach, and, if possible, the percentage of your students who answered each question correctly. [This is to assess the level at which the teacher presents the information.]
2. We occasionally find that the CHS course is not integrated ideally into the school’s existing chemistry curriculum. As part of the consideration of your application, please write a short statement responding to the following questions:

   How will the CHS course be integrated into your existing chemistry curriculum: as a new course, a replacement for an existing course, or some other arrangement? What would be the prerequisites for taking CHS chemistry? Does your school have AP Chemistry, and if so, would the CHS course be separate from the AP course or would the two somehow be combined?

   We shall be happy to discuss this with you to try to find the optimum arrangement.
3. Please include any additional information which you feel will give a clearer picture of your current teaching methods and teaching philosophy.

(continued)
Computer Science
- A résumé of computer science experience describing specific programs or projects.

French
- A personal interview with the French faculty liaison (you will be contacted by the liaison).
- A statement describing your personal approach to teaching the subject. Include any language experience outside of teaching, such as living in a French-speaking country.

German
- A personal interview with the German faculty liaison (you will be contacted by the liaison).

Mathematics
- Coursework in the theoretical underpinnings of calculus. Successful completion of a Real Analysis course similar to the University of Pittsburgh’s MATH 0420 will satisfy this requirement.
- Samples of math assignments and exams from similar courses you have taught, as well as a course description and syllabus if available.

Physics
- A strong academic background or teaching experience in physics.
- A personal interview with the Physics faculty liaison (you will be contracted by the liaison).

Right Start
- Examples of activities or assignments that you have used with students in the past to teach academic success skills.

Statistics
- Completion of a statistics course (1000-level) beyond the level of STAT 0200.
I am applying to teach the following University of Pittsburgh course(s), beginning in the school year of 20____ - 20____:

Please check the appropriate course(s):

**Academic Success**
- Right Start 1 (ARTSC 0111)

**Communication**
- Argument (COMMRC 0500)

**Computer Science**
- Intro to Computer Programming (CS 0007)
- Intermediate Programming Using Java (CS 0401)
- Web Site Design & Development (CS 0134)
- Intermediate Web Site Desn. & Devnt. (CS 0334)

**Mathematics or Statistics**
- Business Calculus (MATH 0120)
- Analytic Geometry and Calculus 1 (MATH 0220)
- Analytic Geometry and Calculus 2 (MATH 0230)
- Basic Applied Statistics (STAT 0200)

**Natural Sciences**
- General Chemistry 1 (CHEM 0110)
- Basic Physics for Science & Engineering 1 (PHYS 0174)
- Introduction to Psychology (PSY 0010)

**Social Sciences**
- Western Civilization 2 (HIST 0101)
- American Politics (PS 0200)

**Language and Literature**
- Intermediate French 1 (FR 0003)
- Intermediate French 2 (FR 0004)
- Latin: Intermediate Prose (LATIN 0210)
- Latin: Intermediate Verse (LATIN 0220)
- Intermediate German 1 (GER 0003)
- Intermediate German 2 (GER 0004)

Updated January 2016
College in High School Teacher Agreement

Thank you for participating in the Kenneth P. Dietrich School of Arts and Sciences College in High School (CHS) program at the University of Pittsburgh. All certified CHS instructors must observe and adhere to the following CHS policies.

• Follow the course description and requirements outlined by the respective Dietrich School of Arts and Sciences academic department.

• Take the necessary steps with your high school to insure that you can receive electronic communication with attachments from CHS. Read and respond to CHS communications in a timely manner, observing all deadlines.

• Distribute and review the course outline and application/registration materials with your CHS students.

• Collect all completed student application/registration materials by the assigned deadline and mail the materials to the CHS office. The distribution/collection process should be limited to a two-week period. Students should not send in their own applications.

• Inform CHS if a long-term substitute teacher is needed for your course, so CHS can either obtain provisional certification for the substitute or cancel the CHS course and issue refunds for your students.

• Administer the University of Pittsburgh course exams according to the instructions provided. Grade the CHS assignments and exams and assign a University of Pittsburgh letter grade for each student. CHS sends blank grade rosters at the beginning of May. All grade rosters should be returned to the CHS office as soon as possible (when you turn in your final high school grades or no later than the second week in June). Teachers are not permitted to use the advance copy of the exam as a teaching aid.

• Assist with implementing special assessment tools in your classroom as part of the University of Pittsburgh’s ongoing academic assessment efforts. Your cooperation is expected and appreciated.

• Review, complete, and return the Teacher Information form, sent out annually by the CHS office. Include the estimated number of students expected to register for the CHS course that you will teach.

• Attend an annual subject-area meeting arranged by College in High School on the University of Pittsburgh campus in Oakland.

• Inform CHS if a long-term substitute teacher is needed for your course, so CHS can either obtain provisional certification for the substitute or cancel the CHS course and issue refunds for your students.

• Understand that CHS has sole discretion to withdraw your certification to teach in this program, thus discontinuing your participation in College in High School.

IN SIGNING BELOW, THE TEACHER INTENDS TO BE LEGALLY BOUND AND AGREES TO THE ABOVE CONDITIONS.

<table>
<thead>
<tr>
<th>Teacher’s Name (please print)</th>
<th>School Name</th>
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<tbody>
<tr>
<td>Teacher’s Signature</td>
<td>Date</td>
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www.as.pitt.edu/chs