Teacher Application Process

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
G-1 Gardner Steel Conference Center
University of Pittsburgh
Pittsburgh, PA 15260
Phone: 412-624-6828
Fax: 412-383-4200
chspitt@pitt.edu
# All Courses

<table>
<thead>
<tr>
<th>Academic Success</th>
<th>Language and Literature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Right Start 1 (ARTSC 0111)</td>
<td>Intermediate French 1 (FR 0003)</td>
</tr>
<tr>
<td>Communication</td>
<td>Intermediate French 2 (FR 0004)</td>
</tr>
<tr>
<td>Argument (COMMRC 0500)</td>
<td>Intermediate German 1 (GER 0003)</td>
</tr>
<tr>
<td>Computer Science or Information Science</td>
<td>Intermediate German 2 (GER 0004)</td>
</tr>
<tr>
<td>Intro to Computer Prgmmg: Java (CS 0007)</td>
<td>Latin: Intermediate Prose (LATIN 0210)</td>
</tr>
<tr>
<td>Intro to Computer Prgmmg: Python (CS 0008)</td>
<td>Latin: Intermediate Verse (LATIN 0220)</td>
</tr>
<tr>
<td>Intermediate Programming Using Java (CS 0401)</td>
<td>Intermediate Spanish 1 (SPAN 0003)</td>
</tr>
<tr>
<td>Web Site Design &amp; Development (CS 0134)</td>
<td>Intermediate Spanish 2 (SPAN 0004)</td>
</tr>
<tr>
<td>Intermed. Web Site Design &amp; Dvpmnt (CS 0334)</td>
<td>Natural Sciences</td>
</tr>
<tr>
<td>Intro to Info Science (Advanced) (INFSCI 0011)</td>
<td>General Chemistry 1 (CHEM 0110)</td>
</tr>
<tr>
<td>Cybersecurity and the Law (INFSCI 0014)</td>
<td>Basic Physics for Science &amp; Engineering 1 (PHYS 0174)</td>
</tr>
<tr>
<td>Computer Security (INFSCI 1074)</td>
<td>Introduction to Psychology (PSY 0010)</td>
</tr>
<tr>
<td>Mathematics or Statistics</td>
<td>Social Sciences</td>
</tr>
<tr>
<td>Business Calculus (MATH 0120)</td>
<td>American Politics (PS 0200)</td>
</tr>
<tr>
<td>Analytic Geometry and Calculus 1 (MATH 0220)</td>
<td>Western Civilization II (HIST 0101)</td>
</tr>
<tr>
<td>Analytic Geometry and Calculus 2 (MATH 0230)</td>
<td>Social Work</td>
</tr>
<tr>
<td>Intro to Matrices &amp; Linear Algebra (MATH 0280)</td>
<td>Introduction to Social Work (SOCWK 1000)</td>
</tr>
<tr>
<td>Basic Applied Statistics (STAT 0200)</td>
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To apply, you will submit the following through the CHS online portal, aspire.pitt.edu:

1. A copy of your college transcripts (highlight relevant courses). Photocopies of your transcripts are permitted.
2. A letter of recommendation from your high school principal.
3. A letter from you stating the number of years you have taught the subject and any experiences that demonstrate your mastery of the subject.
4. A course outline or syllabus, if you are teaching a similar course. Include the title, author, and publisher of the text you are using.
5. 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 requirements for some subjects appear below and on the next page:

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

**Chemistry**

NOTE: 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.

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:

   (continued)
How many students would you expect in the course? 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.

Computer Science
- CS 0134 and CS 0034: A résumé of computer science experience describing specific programs or projects.
- CS 0007, 0008, and 0401: Transcripted college credit in a programming course at one level higher than the course being applied for. A résumé of computer science experience describing specific programs, projects, and teaching experience.

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 contracted by the liaison).

History
Teacher applicants in any course with a HIST prefix are expected to have or provide:
A. A master’s degree in any subject, or
B. 18 graduate credits in History, or
C. experience teaching a high school History course related to your proposed CHS course, as well as a specific plan for earning the credentials in A or B

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
- You will be expected to have a strong academic background or teaching experience in physics. You will be expected to be fully competent in calculus-based physics. You may be asked to demonstrate such competence in a personal interview with the physics faculty liaison. (You will be contracted by the liaison to set up the interview.)

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

Spanish
- A personal interview with the Spanish 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 Spanish-speaking country.
Statistics
- Recent completion of a statistics and/or probability course (1000-level) beyond the level of STAT 0200, with a minimum grade of A-. 