

# Early College Dual Enrollment: Appendix D Form

## Course Request/Teacher Nomination Form

Please complete the form below, using the FDU course codes and names from "Appendix A" Master Course List. Appendix A can also be found at [www.fdu.edu/ec](http://www.fdu.edu/ec).

For term, indicate whether an individual course will be offered during the Fall semester, Spring semester, both Fall and Spring semesters, or Full Year (September through June).

**For course review and approval, a teacher resume must be attached.** The resume must include the following:

- Teacher's full legal name
- High school email address
- Detailed educational experience (institutions attended, specific degrees earned, dates), relevant teaching experience
- All relevant professional experience, all professional organization memberships in the academic subject area

Educators who are nominated, reviewed, and approved to teach for FDU Early College Dual Enrollment Program will receive email communications and must agree to attend one orientation session annually. See Appendix C for more details.

School Name: \_\_\_\_\_

District: \_\_\_\_\_

#	Course Code	FDU Course Name	Term (Fall, Spring, Fall and Spring, or Full Year)	Instructor First and Last Name	Current High School Email Address	Filename of Current Resume (TO BE INCLUDED AS AN ATTACHMENT)
EX.	ACCT 2021	Intro to Financial Accounting	Full Year	John Smith	<a href="mailto:jsmith@highschool.com">jsmith@highschool.com</a>	Accepted filetypes: .PDF, .DOC, .DOCX
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

If your high school is planning to offer more than 10 classes during the next academic year, please submit additional Appendix D forms. Each Appendix D form must list each course you would like to offer and include the teacher resume. If a current non-probationary teacher is already approved, additional resume copies are not required.

- The undersigned high school administrator affirms that the instructors nominated to instruct courses offered by the FDU Early College Program are presently employed in good standing by the school/school district.
- The undersigned high school administrator affirms that the high school/school district has verified the academic credentials of the instructional nominees and has conducted all legally mandated background checks.
- The undersigned high school administrator agrees to notify FDU of any changes to the employment status and/or standing of an instructional nominee and all currently approved instructors.
- In the event any teacher of record listed on the **approved Appendix D form** must be replaced for any reason (leave, retirement, etc.), the replacement teacher's resume and email must be submitted to [EarlyCollege@fdu.edu](mailto:EarlyCollege@fdu.edu) for review/approval at least **30 days** prior to the start of the course. If a replacement must be made after the start of a course, the replacement teacher's resume and email must be submitted to Early College for review and approval prior to the original teacher's departure.
- The undersigned high school administrator acknowledges that instructional nominees who do not meet FDU's current Adjunct instructor criteria may be required to be mentored by a current full-time FDU faculty member for the course they plan to instruct.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

Email: \_\_\_\_\_