



Memorandum of Understanding
between
Howard Community College
and
Howard County Public School System

For Teacher Academy Dually Enrolled Students:

This Memorandum of Understanding is made between Howard Community College, 10910 Little Patuxent Parkway, Columbia, MD 21044 (hereinafter the College) and Howard County Public School System, 10910 Clarksville Pike, Ellicott City, MD 21042 (hereinafter HCPSS).

HCC and HCPSS have a history of tight curricular collaboration particularly involving the HCPSS Teacher Academy and HCC's Early Childhood and Teacher Education program. This MOU establishes respective responsibilities in order to dually enroll HCPSS students in the HCPSS course: Teaching as a Profession – G/T 659M and the HCC course: Introduction to Education - EDUC 110.

1. HCPSS will make Teacher Academy of Maryland (TAM) students who are eligible aware of the opportunity to dually enroll under this agreement, and
2. HCPSS will identify TAM students who wish to dually enroll in HCC for the course, EDUC 110 (HCPSS course: Teaching as a Profession – G/T 659M).
3. HCPSS will provide such students with the opportunity to request an application and permit their enrollment in EDUC 110 for the Winter/Spring semester.
4. Upon successful completion and approval of such application, HCPSS will provide the student with verification to present to HCC that the student is approved to be dually enrolled.
5. This verification by the HCPSS will indicate whether a student is eligible for free and reduced price meals.
6. Except for students eligible for free and reduced price meals, HCC will bill students at a reduced rate of 40 percent of the cost of tuition.
 - a. HCC will charge students all other applicable college fees.
 - b. All tuition and fees must be paid before HCC's census date or students will be deregistered from EDUC 110 and no payment will be due.
 - c. If the dually enrolled student withdraws from the course, a refund will be given in accordance with HCC's refund schedule. The refund will be paid to the party who made the original payment. If the refund period has ended, no refund will be given. The student will be subject

to all rules relating to refunds as published in HCC's schedule of classes.

7. For students eligible for free and reduced price meals, HCPSS will pay the discounted cost of tuition for EDUC 110. HCC will only charge these dually enrolled students all other applicable college fees.
8. The consent required to share student information including student eligibility for free and reduced price meals between institutions will be on the application that students are required to complete to enroll in courses at HCC.
9. Oversight for this MOU and its implementation will be the joint responsibility of the College's Chief Program Administrator/Designee for Teacher Education and the Instructional Facilitator for Family and Consumer Sciences. Oversight will include:
 - a. A minimum of two meetings each academic year to review the agreement, course alignment, and any changes to participating schools and TAM teachers. There will be ongoing communication on an as-needed basis.
 - b. Co-planning professional development workshops for the TAM teachers
 - c. Identification of instructional resources to support content alignment
10. To provide content support and program review for this agreement, HCC will assign a Teacher Education program faculty member as a liaison to work with the HCPSS Instructional Facilitator for Family and Consumer Sciences and the HCPSS TAM teachers. The work of the liaison will be supervised by HCC's Chief Program Administrator/Designee for Teacher Education. Support and program review will include:
 - a. Participation in professional development for TAM teachers.
 - b. A minimum of two visits per academic year to each TAM teacher responsible for teaching EDUC 110 (HCPSS course: Teaching as a Profession – G/T 659M). During these visits, the HCC liaison will:
 - i. Meet with the TAM teacher to review lessons, assignments, and assessments
 - ii. Review samples of student work and completed projects
11. HCPSS TAM teachers who will teach EDUC 110 (HCPSS course: Teaching as a Profession – G/T 659M) at the dually enrolled high school will meet additional requirements in terms of preparation. Specifically, TAM teachers will:
 - a. Have a master's degree and/or APC. If the TAM teacher at a high school offering the dually-enrolled course does not have a master's degree and/or APC, HCC will provide an instructor to co-teach EDUC 110 (HCPSS course: Teaching as a Profession – G/T 659M) for a period not to exceed two years at any given school.
 - b. Be recommended by their principal.
 - c. Have completed Institute I of the MSDE professional development provided by Towson University, the affiliate university for TAM

-or-

Have completed or be concurrently enrolled for credit or audit of EDUC 110 through Howard Community College

- d. During the academic year, be **required** to attend a minimum of four full-day TAM professional development workshops conducted jointly by HCC's Teacher Education Program and the HCPSS Family and Consumer Sciences Program.

12. To ensure that all course outcomes for EDUC 110 (HCPSS course: Teaching as a Profession – G/T 659M) are being met:

- a. all course sections of EDUC 110 (HCPSS course: Teaching as a Profession – G/T 659M) offering dual enrollment will be dedicated sections; these sections will not be combined with any other courses including but not limited to Child Development – Honors, Foundation of Curriculum and Instruction, Career Research and Development I, II or site-based, and Field Experience for Education.
- b. HCC will approve the course curriculum and syllabus for the dual-enrollment EDUC 110 (HCPSS course: Teaching as a Profession – G/T 659M).
- c. HCC will approve the college-level textbook adopted for student use with the course. Through the textbook replacement cycle, HCPSS will ensure that students are using the current edition or the immediate predecessor to the current edition of the approved text. Each high school offering dual enrollment for EDUC 110 (HCPSS course: Teaching as a Profession – G/T 659M) will provide a textbook for student classroom use and a duplicate textbook for student use at home.
- d. HCC will collaborate with HCPSS TAM teachers to create multiple assessment tasks and rubrics.
- e. HCC will conduct a yearly review of the curriculum including assessment tasks, rubrics, and assessment data

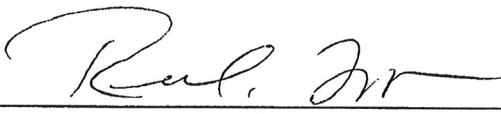
13. To ensure that all dually enrolled students are subject to course requirements and are meeting all outcomes for EDUC 110 (HCPSS course: Teaching as a Profession – G/T 659M):

- a. The Instructional Facilitator for the Family and Consumer Sciences will collaborate with the HCC liaison and the TAM teachers to review a random sampling of work portfolios from dually enrolled students. The random sampling will be representative of every high school offering the dual-enrollment course.
- b. Every dually enrolled student must complete 18 fifty-minute (class period) guided observations. Reflections and related assignments will accompany the observations. Guided observations will be conducted in the student's home high school during the class period when she/he is enrolled in EDUC 110 (HCPSS course: Teaching as a Profession – G/T 659M). Confidentiality will be maintained in all reflections and related observation assignments: teachers and students will not be identified by name nor will specific course sections be identified. Students will be assigned a mentor teacher

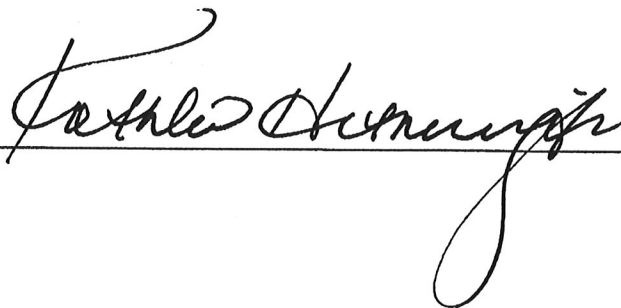
other than the TAM teacher and will complete their guided observations in the mentor teacher's classroom. Any student who fails to complete the 18 fifty-minute guided observations will receive an F grade for EDUC 110 until they enroll in and successfully complete EDUC 190 – Field Experience: Introduction to Education at HCC. The student will be responsible for enrolling in and paying for EDUC 190.

This MOU becomes effective upon the signature of all parties and shall continue in effect unless voided by either party upon sixty (60) days prior written notice.

Renee A. Foose, Ed.D.
Superintendent
Howard County Public School System

 12/5/14

Kathleen Hetherington, Ed.D.
President
Howard Community College

 12/3/14