

***Teacher Qualifications for Concurrent Credit***

- Master's degree in content, Master's degree plus 18 graduate credits in content, or willing to pursue either (*with Development Plan*)
- Qualified syllabus
- Demonstrated experience of teaching advanced courses

**Instructor Application Checklist**

Applying for Purdue University Fort Wayne's Collegiate Connection current enrollment program is a multi-part process, and each academic department can require specific information. Initially, teachers interested in being approved to offer Purdue Fort Wayne courses should complete the following steps.

**Step 1: Application**

- Complete the Collegiate Connection New Teacher Application. Please see below for required materials
  - Resume
  - Cover letter or letter of intent
  - All pertinent college transcripts
  - (3) Letters of Recommendation
  - Submit a syllabus of the high school course you wish to offer for dual credit.

**Step 2: Departmental Approval**

- If the academic department is interested to pursuing the application a meeting, in-person or online, will be scheduled with you and a department representative to review your syllabus and other instructional materials
- You will be contacted by Collegiate Connection when the academic department makes their final decision

**Step 3: Course Specific On-Boarding**

- Department Representative
  - Once you receive department approval, you will need to go through a course specific on-boarding process with your department representative
  - This course specific on-boarding process will cover syllabus, learning objectives, assessments that you will need to use, and other content to ensure your course is equivalent to PFW
- Collegiate Connection
  - You will meet with someone from Collegiate Connection to go over expectations and processes as well as answer any last-minute questions you may have

**Questions:** Contact Jonathan Baker at [baker33@pfw.edu](mailto:baker33@pfw.edu) or call 260-481-0748.