Dual Credit Teacher Appointment/Reappointment
Criteria ENGL 13100 – Reading, Writing, & Inquiry I

This revised document is intended for all prospective and continuing dual credit instructors and their schools who participate in the Purdue Fort Wayne Collegiate Connection Program. The high school course will follow the same pedagogical pattern, the seven student learning outcomes, and the same overall course requirements for ENGL 13100.

Course Description
ENGL 13100 teaches skills of critical reading, thinking, and writing to help students meaningfully engage artifacts, events, and issues in our world. The course builds students’ abilities to read written and cultural texts critically; to analyze those texts in ways that engage both students’ own experiences and the perspectives of others; and to write about those texts for a range of audiences and purposes as a means of participating in broader conversations. Assignments emphasize the analysis and synthesis of sources in making and developing claims.

Instructor Requirements and Expectations
1. All new dual credit applicants (as of January 1, 2017) must already have earned a Master’s level degree in Rhetoric/Composition or English or possess an M.A. T. in English prior to applying for certification. All current dual credit teachers without a Master’s in English must have completed 18 hours in English graduate credit no later than the beginning of the fall semester 2022, per the Higher Learning Commission’s requirements.
2. All new instructors should have at least two years’ experience teaching junior or senior level writing or literature.
3. As part of the application process, all prospective ENGL 13100 instructors are required to submit to the department representative a current syllabus from a class they are teaching that best correlates with the ENGL 13100 course.
4. All instructors are required to attend a two-day summer workshop every year, facilitated by the Department Representative, in which principles of writing pedagogy and the ENGL 13100 curriculum will be addressed.
5. All instructors are required to develop a syllabus and assignments which meet the ENGL 13100 outcomes established by the Department of English and Linguistics at Purdue Fort Wayne. A copy of the syllabus must be forwarded to Purdue Fort Wayne within two weeks of the beginning of the semester to ensure students receive credit for the course.
6. All instructors are required to submit an annual portfolio as established by the Composition Committee for all Limited Term Lecturers in the English Department, no later than four weeks after the end of the semester.

Course Requirements and Expectations
7. The ENGL 13100 course will consist of a minimum of 45 instructional/contact hours.
8. The current/approved ENGL 13100 textbooks must be used in the classroom, unless prior arrangements have been made with the Department Representative. All students must have access to those texts.
9. The enrollment cap for the ENGL 13100 course is 22 students. If a school needs to teach the
course to a larger class size, the Department of English & Linguistics may allow a maximum of 26 students, but only if ALL
students in the classroom are enrolled in ENGL 13100 and only with prior permission from the Department. In no case shall an instructor teach in a classroom with more than 26 total students. If the enrollment cap is violated, and/or the school does not seek prior permission for the increase to 26, the Department reserves to right to cancel the dual credit course with the high school the following academic year.

Student Requirements and Expectations
10. Students who receive credit for ENGL 13100 will produce 17-22 pages of finished writing (on non-literary topics) while achieving the outcomes of the course.
11. All students must complete all the major writing assignments in ENGL 13100 in order to pass the course, whether it is offered in trimesters, semesters, or as a year-long course.
12. Ideally, the ENGL 13100 dual credit classroom should be offered as a stand-alone course with all students in that classroom enrolled in Purdue Fort Wayne. However, if the school finds it necessary to include students in the classroom who are not enrolled in ENGL 13100, those students must receive the same instruction, use the same textbooks, and complete the same assignments as students registered for the Purdue Fort Wayne course. Those additional students should be honors level or college-bound in order to achieve the greatest academic success in the college-level writing environment.

The following signatories agree to abide by the terms of this agreement:

________________________________________________________________________
Instructor Signature                                           Date

________________________________________________________________________
Principal Signature                                             Date

________________________________________________________________________
Purdue Fort Wayne Department Chair Signature                   Date