

# Fond du Lac Tribal and Community College (FDLTCC)



## College in the Schools (CITS) Instructor Handbook



## **What is College in the Schools?**

College in the Schools (CITS) is a *concurrent enrollment* program administered by Fond du Lac Tribal and Community College (FDLTCC) through the Minnesota State system of colleges and universities. When enrolled in a FDLTCC course through CITS, students are eligible to receive *both* high school and college credit.

## **What is the process to become a CITS instructor?**

High school teachers interested in teaching a CITS class must fill out a New Instructor Application. Applicants must also supply FDLTCC with college transcripts, CV/resume, and a letter of recommendation from their principal. Applications should be received by May 15<sup>th</sup>.

Applicants must have a master's degree in the field they want to teach or a master's degree plus 18 credits in that field. After September 1, 2025, all CITS instructors must meet credentialing requirements.

All new and returning CITS faculty who do not meet the current minimum credentialing requirements stipulated by Minnesota State and the Higher Learning Commission (FDLTCC's regional accreditor) must submit a detailed outline of their plan to meet credentialing requirements and update their progress on an annual basis. FDLTCC's program coordinator and vice president of academic affairs will review updated professional development plans annually to ensure high school faculty are making progress towards meeting the current credentialing requirements.

After all required materials are received, the vice president of academic affairs will review the application and the materials and make a decision regarding the application. The CITS program coordinator will send a notice to the instructor and the principal outlining the decision that has been made. An instructor will receive one of three decisions: Acceptance, acceptance with exception, or denial.

- 1) Instructors who meet the acceptance status may begin to teach the CITS courses.
- 2) Instructors with the exception status will set up a plan to become appropriately credentialed with the vice president of academic affairs and the high school principal. This plan must include the graduate classes to be completed and the timeframe in which they will be completed.
- 3) Instructors who are denied will not be allowed to teach with their current credentials.

## **I have been accepted to teach CITS. Now what?**

### **Before class begins**

Once you have been accepted to teach a CITS class, one of the first things you will do is meet with your FDLTCC mentor during a discipline-specific professional development day. As a new instructor, you and the mentor are required to meet before you start teaching your class. In the first meeting, your mentor will review and discuss your responsibilities as a CITS instructor. Your mentor will also have a discipline-specific workshop planned for you during your visit.

### **Instructor responsibilities**

As an instructor in the CITS program, you are responsible for doing the following:

1. Develop a syllabus based on the specific course outline provided to you by your mentor via the FDLTCC department faculty.
2. Review the online CITS Student Handbook with students to ensure they understand academic policies related to the FDLTCC course, which is a college-level course that will be on their permanent college transcript.
3. Review the class list to ensure students are registered for the college course (if a student is not registered, a grade cannot be awarded).
4. Submit final grades at the end of each course.
5. Enter TracDat, the student learning assessment outcomes, at the end of each course.
6. Update professional information annually as it relates to academic credentials.
7. Attend CITS professional development workshops.
8. Meet with your FDLTCC-assigned mentor.
9. Instructors will send out end of term surveys to students.

### **Class begins**

After class begins, you will:

Meet with your mentor one time during the semester (two times for new instructors).

Check the online roster for proper student lists.

Maintain a high college classroom atmosphere.

### **Class ends**

When the course ends, you will:

Enter grades into the online grading system once class is complete.

Enter student learning assessment outcomes into the TracDat assessment reporting sheet.

## Grading

Letter grades will be assigned in each course as an evaluation of student achievement. The student's overall progress is measured by the cumulative grade point average, which is determined by dividing the sum of the grade points earned in all letter-graded courses (A–F) by the sum of all credits earned for the courses in which they registered. The following grading policy is used throughout the Minnesota State system.

Grade	Definition	Grade Points per Credit
A	Superior Achievement	4.0
B	Above Average Achievement	3.0
C	Average Achievement	2.0
D	Below Average Achievement	1.0
F	Inadequate Achievement	0.0
I	Incomplete	
W	Withdraw	

## Instructor E-Services

At FDLTCC, “e-services” refers to a variety of electronic services, including easy log-in to the Desire2Learn (D2L) learning management system, log-in to FDLTCC e-mail, and log-in to view courses and input grades. CITS instructors can access their e-services at the following link: <https://fdltcc.edu/log-in/>.

## Annual Professional Development

Consistent with FDLTCC's faculty professional development policy, CITS instructors are required to attend at least one professional development activity every year. FDLTCC provides a professional development day for CITS instructors and also provides online and one-on-one professional development to instructors. New in 2019 is an opportunity to receive faculty development funds through the on-campus process to support a discipline-specific professional development of our choice; these funds are limited. For more information, contact the CITS program coordinator. CITS instructors must participate in either the on-campus professional development or one of the other options.

## Non-Compliance Policy: Professional Development

All FDLTCC CITS instructors are expected to complete at least one professional development activity annually, either by attending the Professional Development Day (PDD) on campus or via D2L or by completing one of the other options noted in the section above. Failure to do so could result in the instructor's removal from the program. If an instructor has not pursued any professional development options and is unable to attend the PPD, they must set up a meeting with their mentor. During this meeting, the mentor will go over the discipline-specific and other relevant material missed during the PDD session. If this meeting is not set up or is missed, the instructor will be placed on probation for a year. The principal and the vice president of academic affairs will be made aware of the instructor's status. The instructor must either attend the next professional development day or participate in a D2L training activity.

Failure to complete a professional development activity for two consecutive years may result in a suspension from the CITS program.

### **Non-Compliance Policy: Course Content**

During class visits, mentors will work to ensure CITS instructors are following the course outline, keeping up academic rigor, and maintaining a college course atmosphere. If the mentor feels that the instructor is not fulfilling the rigors of the class, the mentor will report to the coordinator of CITS. The coordinator of CITS will then report in writing to the building principal and the Vice President of Academic affairs. After the letter is sent, a meeting will be set up with the mentor, instructor, principal, and CITS coordinator. During this meeting, the mentor will discuss the concerns regarding the class. The group will come up with an action plan to remedy the situation. The mentor will meet and observe the instructor to ensure the action plan is being implemented. If the mentor feels the instructor is not making the improvements needed, the mentor will inform the CITS coordinator. The CITS coordinator will inform the vice president of academic affairs, who will then cancel the course. The instructor will not be allowed to continue teaching in the CITS program.

### **Non-Compliance Policy: Reporting Assessment of Student Learning Outcomes**

All FDLTCC CITS instructors are to report their assessment of student learning outcomes via Nuventive at the end of each course. Failure to report assessment of student learning outcomes for two consecutive semesters may result in a suspension from the CITS program.

### **Mandatory Statements for the Syllabus**

Faculty at FDLTCC are required by Federal law to include the following statements, unedited, on all syllabi. Instructors should copy and paste the statements below into all syllabi. If you have questions, please contact the office of the Vice President of Academic Affairs at 218-879-0878.

#### **Disabilities Services**

Fond du Lac Tribal and Community College is committed to providing equitable access to learning opportunities for all students. Under the Americans with Disabilities Act and Section 504 of the Rehab Act, Fond du Lac Tribal and Community College provides students with disabilities (e.g., mental health, attentional, learning, chronic health, sensory or physical) reasonable accommodation to participate in educational programs, activities or services. Students with disabilities requiring accommodation to participate in class activities or meet course requirements should first complete an intake form and necessary requirements with Nancy Olsen, Disabilities Services, to establish an accommodation plan. She can be reached at [nancy.olsen@fdltcc.edu](mailto:nancy.olsen@fdltcc.edu) or 218-879-0864.

#### **Sexual Violence**

Fond du Lac Tribal and Community College is committed to providing an environment free of all forms of discrimination and sexual harassment, including sexual assault,



domestic and dating violence, gender or sex-based bullying and stalking. If you or someone you know has experienced gender or sex-based violence (intimate partner violence, attempted or completed sexual assault, harassment, coercion, stalking, etc.), know that you are not alone. Fond du Lac Tribal and Community College has staff members trained to support survivors in navigating campus life, accessing resources, providing accommodations, assistance completing with protective orders and advocacy. For more information regarding the Campus Security Report, the following link will give you a report on the Clery Compliance and Security Report at FDLTCC: <http://fdltcc.edu/about-us/policies-reports/campus-security-policies-reports/>

Please be aware that all Fond du Lac Tribal and Community College employees are required to report any incidents of sexual violence, and therefore, it cannot guarantee the confidentiality of a report, but it will consider a request for confidentiality and respect it to the fullest extent possible. If you wish to report sexual misconduct or have questions about school policies and procedures regarding sexual misconduct, please contact Damien Paulson, Interim Vice President of Student Services and Enrollment Management, at 218-879-0805 or [dpaulson@fdltcc.edu](mailto:dpaulson@fdltcc.edu).

### **Important FDLTCC website addresses:**

Fond du Lac Tribal and Community College Homepage:  
<https://fdltcc.edu/>

Student Handbook  
<https://fdltcc.edu/academics/student-handbook/>

College Catalog:  
<http://fdltcc.edu/academics/catalog/>

Student Conduct Policy:  
<https://fdltcc.edu/about-us/policies-reports/academic-campus-policies/>

Course Outlines: <https://fdltcc.edu/course-outlines/>

Student e-service Access: <http://fdltcc.edu/log-in/>

CITS Course Descriptions:  
<https://fdltcc.edu/wp-lib/wp-content/uploads/2019/07/CITS-Course-List-July-2019.pdf>



## **Important FDLTCC phone numbers**

Fond du Lac Tribal and Community College Phone Numbers:

Local 218-879-0800

Toll Free 1-800-657-3712

College Fax Number:

218-879-0814

## **College in the Schools Staff:**

### **President**

Anita Hanson 218-879-0804 [anita.hanson@fdltcc.edu](mailto:anita.hanson@fdltcc.edu)

### **Vice President of Academics Affairs:**

Kelly McCalla 218-879-0878 [kelly.mccalla@fdltcc.edu](mailto:kelly.mccalla@fdltcc.edu)

### **Vice President of Student Services and Enrollment Management**

Damien Paulson 218-879-0805 [dpaulson@fdltcc.edu](mailto:dpaulson@fdltcc.edu)

### **College in the Schools Coordinator:**

Damien Paulson 218-879-0805 [dpaulson@fdltcc.edu](mailto:dpaulson@fdltcc.edu)

### **Accuplacer Testing:**

Damien Paulson 218-879-0805 [dpaulson@fdltcc.edu](mailto:dpaulson@fdltcc.edu)

### **Registrar:**

Erica Gelo 218-879-0885 [erica@fdltcc.edu](mailto:erica@fdltcc.edu)

### **Assistant Registrar:**

Mariah Rozel 218-879-0885 [mariah.rozell@fdltcc.edu](mailto:mariah.rozell@fdltcc.edu)

### **Disability Services Coordinator:**

Nancy Heller Olsen 218-879-0864 [nancy.olsen@fdltcc.edu](mailto:nancy.olsen@fdltcc.edu)

### **Library Director:**

Keith Cich 218-879-0837 [keith.cich@fdltcc.edu](mailto:keith.cich@fdltcc.edu)



**FDLTCC address:**

2101 14th Street  
Cloquet, Minnesota 55720

**College Mission**

The mission of Fond du Lac Tribal and Community College is to provide higher education opportunities for its communities in a welcoming, culturally diverse environment.

To achieve this mission, we will:

- Promote scholarship and academic excellence through transfer and career education, and provide access to higher education by offering developmental education.
- Respectfully promote the language, culture and history of the Anishinaabeg.
- Provide programs which will celebrate the cultural diversity of our community and promote global understanding.
- Promote a sense of personal respect and wellness.
- Provide technological opportunities and experiences, preparing students for the future.
- Provide programs and baccalaureate degrees that fulfill our commitment to American Indian communities, our land grant status, and the union of cultures.

**Vision**

Fond du Lac Tribal and Community College offers a postsecondary education to honor the past, for those living in the present and dreaming the future, through a spirit of respect, cooperation, and unity.

**Core Values**

During 2013 and 2014, Fond du Lac Tribal and Community College identified five core values to be used as guiding principles on campus. The college's core values are:

Respect: Manaaji'idiwin

Integrity: Gwayakwaadiziwin

Stewardship: Ganawenjigewin

Innovation: Maamamiikaajinendamowin

Compassion: Zhawenjigewin