

GETTING STARTED WITH RUNNING START

Procedures for Approving a Running Start Course

- Identify a qualified teacher and an appropriate Running Start course to offer by comparing your course offerings with the course descriptions offered at NHTI. To view a list of our course descriptions, visit our website at **www.nhti.edu**
- Discuss Running Start with your principal and/or guidance department to seek internal approval to move forward.
- Contact the Running Start Coordinator, Mary Snyder (271-5213), to request the syllabus and pertinent materials for the specific Running Start course you are planning to offer. (The R.S. Coordinator's primary role is to facilitate communication between the two teaching partners.)
- Forward specific course information you will be using in the high school to the assigned college faculty partner. This includes your textbook (if different from the one used at NHTI), syllabus, and other pertinent resource materials (exams, major projects, etc.) Communication between both faculty partners is essential in maintaining course integrity.
- Submit a resume and transcripts to be reviewed by the VP of Academic Affairs and Department Chair at our campus. This is essential as it ensures that the qualifications of Running Start teachers meet or exceed the requirements defined by NEASC, the College's accrediting body.
- Meet with your college teaching partner to review the specifics of the Running Start course being considered. When both teaching partners agree that the course's content, materials (textbooks and resources) and assessment criteria are consistent, the final step is to...
- Submit a completed "Running Start Course Approval Form" to formalize the agreement. This will be processed in-house with the following documentation: the Running Start teacher's resume, transcripts, and the college syllabus that will be distributed to your RS students. After all authorizing signatures have been attained, student registrations may begin.

- What are some of the benefits of offering a Running Start course?
- Teachers gain access to additional curriculum ideas, resources, and materials from the College.
- Teaching a Running Start class entitles your school to a voucher for any 3credit course offered in the CCSNH System that is redeemable for one year and transferable to any third party.
- Successful RS students earn college credit for a fraction of the cost of normal tuition.
- RS students are considered part-time students at the College and receive student ID cards that provide access to our library and Teaching and Learning Center (TLC).
- RS Students are invited to tour the campus and sit in on classes. If interested, these arrangements can be made by Mary Snyder, Running Start Coordinator. Contact Mary at 271-5213 or msnyder@ccsnh.edu
- RS students receive an application fee waiver/voucher to any of the CCSNH campuses statewide.