

How Do We Get Running Start Courses Into Our School?

Checklist

1. ___ High school reviews NHTI's course descriptions to determine which course(s) they may be in a position to teach at their school.
2. ___ High school teacher or liaison notifies NHTI Running Start Coordinator, Mary Snyder, with which course syllabus or syllabi they would like to review. They will be emailed to you for your review.
3. ___ While reviewing the syllabus, high school faculty must understand that it is NHTI's course that would be taught in their classroom. This means that all course objectives/outcomes on the NHTI syllabus are accomplished in your classroom. (We are unable to have Running Start agreements with faculty who believe that their current course is "sort of, kind of" like the NHTI course. It has to be NHTI's course offered.)
4. ___ High school faculty/liaison notifies Mark Bograd, mbograd@ccsnh.edu that they would like to proceed with the NHTI Running Start Certification process.
5. ___ High school faculty must furnish the following documents to RS Coordinator:
 - a. All college transcripts
 - b. Current resume
 - c. Course Syllabus
 - d. PLTW Certificate of Completion (this is only for PLTW teachers)
6. ___ RS Coordinator will complete the Running Start (RS) certification paperwork for signatures of the NHTI Dept. Head's, Associate VP of Academic Affairs, and VP of Academic Affairs.

7. ____ Providing all three (above) are in agreement to certify the teacher, RS Coordinator will notify the teacher. (Will be notified either way.)
8. ____ High School teacher will then be assigned an NHTI faculty partner.
9. ____ RS Coordinator will be in contact with you closer to the start of your Running Start course.