

June 26, 2015

Dear Superintendent Cook:

Please accept this document as a formal request to initiate the University of Washington in the High School (UWHS) program with the Lake Stevens School District. The following proposal is based on understandings with, and the approval of, the University of Washington (UW) departments indicated on the last page, and UW Educational Outreach.

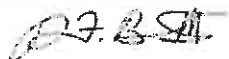
The following items constitute the specific terms of the agreement:

- a. The courses listed on the last page will be offered at the Lake Stevens School District (hereafter, the District), Lake Stevens, WA, in rooms provided by the District, during the 2015-16 academic year. Specific course dates will be determined by the District.
- b. The instructors of record (hereafter, the teachers) are listed on the last page. Their resumes have been approved by the appropriate UW academic departments. The teachers will have attended a program orientation and discipline-specific training before teaching the course. They will be appointed as UW Hourly Extension Lecturers, but paid by the District. The UWHS program will pay an administrative amount to the teachers for handling non-instructional requirements (e.g. student evaluations) for the program as well as a training amount for teachers to attend UWHS course trainings. If a teacher must take a leave of absence from teaching the UW course, or there is a change in which teacher is offering the UW course, the District must contact the UWHS office.
- c. Teachers will use UW syllabi, texts, quizzes, tests, grading procedures and scales, and any other curricular materials as required by the appropriate UW departments. Teachers will also administer the standard UW end-of-course evaluations with those students registered for UW credit.
- d. Upon completion of courses, teachers will submit to the UW a numerical grade for each student registered for UW credit. Grades are on the 4.0 scale.
- e. Enrollment in any section of a course should not exceed 32 students. In accordance with campus policies, the maximum section size is lower for English (23), French (24), German (25), Japanese (22), and Spanish (25). Schools must make all reasonable attempts to not exceed these class sizes.
- f. A minimum of 4 students must register for UW credit for the course to be eligible for the UWHS program and for the registered students to receive UW credit.
- g. Students enrolled in the courses will pay a course fee of \$325, plus a \$45 registration fee. These funds will be made payable to the UW at the time that students register. Unless the School prefers to pay by purchase order, students will pay individually.
- h. Per Washington State legislations for "College in the High School," only students in 10th, 11th and 12th grade are eligible to register for college credit for these courses. Students taking any course for UW credit should have earned a grade of B+ or above in previous courses in the subject area, or have the permission of the instructor. Students must complete any prerequisite courses in the high school before enrolling in the UW course. Details are on the UWHS web site under Student Eligibility.

- i. To comply with UW regulations governing the issuance of credit, students registering for UW credit will spend a minimum of 50 hours in the classroom and 100 hours doing outside homework for any five-credit course. Registered students successfully completing any course will earn UW credits, which will be recorded on their UW transcript. Transfer of these credits will be determined by the institution to which the student applies; it is the responsibility of the students to communicate with prospective institutions about transfer of these credits.
- j. UWHS will see that teachers receive tests, quizzes, and other materials routinely provided to instructors of the course on campus. It will be the responsibility of the District or the individual students to purchase any required texts.
- k. UWHS will provide liaisons, who have been appointed by the appropriate UW departments, to visit the courses either in person or through web conferencing, as well as to work with the teachers during the school year. These liaisons will have been screened by Washington State Patrol prior to visiting the District.

**If these terms and conditions are acceptable to you, please return a signed copy of this document to me.**

Should you have any questions or comments concerning this agreement, please call Tim Stetter, UWHS Director at 206-221-6223.



2015

Rovy Branon  
Vice Provost for Educational Outreach  
University of Washington



7/8/15

2015

Amy Beth Cook  
Superintendent  
Lake Stevens School District



UNIVERSITY of WASHINGTON

EDUCATIONAL OUTREACH

**OFFERED COURSE(S)**

UW Dept Name	Course	Term	Teacher
<b>Lake Stevens High School</b>			
English	ENGL 131	Autumn 2015	Michelle Fankhauser
English	ENGL 111	Winter 2016	Michelle Fankhauser



## UW IN THE HIGH SCHOOL

UNIVERSITY of WASHINGTON



### Program Overview

Since 1981, the UW in the High School (UWHS) program builds partnerships between academic units on campus and high schools across Washington State to offer UW coursework to high school students. This model of dual credit is known as "College in the High School" in Washington State. The UW courses are taught in the high school classroom by qualified high school teachers, who are first approved and trained by the sponsoring academic department. Teachers use UW curriculum, activities, texts, tests, and grading scales to ensure that the UW courses taught in the high school setting are equivalent to those same courses taught on campus. High school students can register at a reduced cost to earn UW credit, which is recorded on a UW transcript just as if they had taken the course on campus. While many UWHS students eventually attend UW, most students enroll at other colleges and universities. The UW credits they earned through UWHS are widely transferrable to colleges and universities both in Washington and across the country.

### National Accreditation

The UWHS program is one of nearly 100 such programs across the country that have earned national accreditation through the National Alliance of Concurrent Enrollment Partnerships (NACEP). This accreditation distinguishes UWHS as a high-quality program that meets rigorous standards in the areas of Curriculum, Faculty, Students, Assessment, and Program Evaluation. NACEP-accredited since 2007, UWHS is one of just two programs in Washington with this accreditation.

### Statistics for 2014-15

- 28 UW courses offered in 18 subject areas – from Astronomy to Spanish
- 92 partner high schools
- 201 high school teachers
- 3,555 high school students registering to earn UW credit

### Links

UWHS Public Site

<http://www.uwhs.washington.edu/uwhs/>

UWHS Workspace for school partners

<https://sites.google.com/a/uw.edu/uw-in-the-high-school/>

National Alliance of Concurrent Enrollment Partnerships

[www.nacep.org](http://www.nacep.org)

### For more information, contact:

Tim Stetter, UWHS Director

206.221.6223

[tstetter@pce.uw.edu](mailto:tstetter@pce.uw.edu)