VALLEY CITY STATE UNIVERSITY

Casper College

Elementary Education and Early Childhood Endorsement Memorandum of Agreement Between Casper College and Valley City State University

Introduction: This articulation agreement formally recognizes that Valley City State University (hereinafter VCSU) and Casper College (hereinafter CC) are educational institutions which agree to work together to provide educational opportunities for the students of their institutions.

Purpose: The purpose of this agreement is to provide opportunities for students from VCSU and CC to complete an Early Childhood Endorsement that will qualify candidates majoring in elementary education to teach students from pre-school to grade 6.

Motivating Principles and Values:

1. Students will be well served by the partnership and the high quality teacher education program set forth in this agreement.

2. This partnership will benefit the educational needs of the region by providing high quality teacher education graduates of high quality.

3. Both campuses will maintain compliance with state and national accreditation guidelines that ensure teacher quality.

4. This partnership will provide high quality collaborative program to students in a convenient, timely, flexible and cost-effective manner.

Accreditation: VCSU is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools; The National Council for the Accreditation of Teacher Education (NCATE); and approved by the State of North Dakota Education Standards and Practices Board (ESPB). CC is accredited by the Higher Learning Commission National Association.

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Longevity of Agreement: This agreement will be in effect for five academic years, beginning January 2016. If the program is terminated, students who have begun the program and are in the process of completion will be allowed to finish within a one or two year timeline.

Termination or Revisions: CC and VCSU agree to provide at least 90 days advance written notification of their intent to terminate the agreement. All revisions of this agreement require written approval by those who sign this agreement or their successors. Mutually agreed upon amendments to this agreement may be approved by those who sign this agreement or their successors.

Description: The North Dakota Early Childhood Endorsement certifies teachers in preschool and kindergarten in accredited settings. An Early Childhood Endorsement is an attachment to an Elementary Education license and though originally designed for the re-education for teachers, VCSU encourages Elementary Education majors to consider this option if they have a desire to teach preschool or kindergarten. Students from Wyoming who graduate from VCSU with an elementary education major are eligible for the Early Childhood Endorsement through Wyoming PTSB.

Governance and Management: This agreement shall be governed by the academic policies and procedures of CC and VCSU. According to the requirements and conditions of the program and accreditation guidelines, the Elementary Education Program will be governed by the School of Education and Graduate Studies at VCSU. The Early Childhood Endorsement will be governed by CC. he Joint Elementary Education Program Committee will resolve any instructional and logistical issues.

VCSU agrees to arrange for a Program Representative to be available to advise students in the program at least once a year.

CC will provide a liaison that will be available to inform and guide students through this program. .

Campus Responsibilities: Coursework in the VCSU Bachelor of Science in Elementary Education will be delivered to the campuses using various distance delivery technologies.

Advising: CC will provide an on-site advisor. The advisor will be the source of information for advisees concerning any special considerations relating to this cooperative program. The third year students will be appointed a VCSU advisor who will provide expertise regarding VCSU policies and procedures, e.g., transfer, graduation requirements, pre-requisites.

Admission: Students taking CC course(s) must apply and be accepted for admission at CC. Students taking VCSU course(s) must apply and be accepted for admission at VCSU. All admission policies at the respective institutions will apply.

requirements of students enrolled in this program, based on CC minimum enrollment standards.

Registration: Each institution will follow its own policies and procedures for registering students for their course (s). CC will be responsible for registering students in their course(s) , and VCSU will be responsible for registering student(s) in their course (s). Registering for CC and VCSU course(s) will be separate functions. Registration for course(s) will follow the respective institution's timeline and procedures, including add/drop and withdraw.

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Graduation Requirements: A minimum of 120 total credits are required for a Bachelor's degree and must be taken from the appropriate categories. Students must complete a minimum of 30 hours of upper level (300-400 level) credit from VCSU to complete graduation requirements from VCSU. Credit hours earned at CC that do not meet general education requirements, technical specialty requirements or teaching option requirements will be used for electives courses.

As part of VCSU graduation requirements, students must develop a digital portfolio that illustrates the best evidence of meeting the abilities and skills requirements for their degree.

Tuition and Fees: Students taking courses offered by VCSU will be charged and pay all VCSU tuition and fees, including technology fees. Students taking courses offered by CC will be charged and pay all CC tuition and fees, including technology fees. During semesters when students are enrolled only in VCSU courses, CC will assess and collect a fee to the students who elect to have access to CC computer labs and the Fitness Center.

Marketing: VCSU will come to the CC campus twice a year to recruit new students for this program. VCSU will be responsible for providing CC with marketing materials to distribute to prospective students. CC will display information about this agreement on their transfer website. CC will work collaboratively with VCSU to identify prospective students for this program.

Textbooks: Textbooks for the VCSU courses will be purchased through the VCSU bookstore. Textbooks for the CC courses will be purchased through the CC bookstore.

Financial Aid: Students enrolled in a CC two-year degree program will have all aspects of their Federal Title IV Financial Assistance administered by CC's Financial Aid Office. This includes, but is not limited to:

- Processing of FAFSA and other applications, determination of eligibility, awarding, and disbursement of funds;
- Assessment and enforcement of satisfactory academic progress standards;
- Calculation and distribution of refunds;
- Administration of all aspects of the Federal Direct Loan Program

During the student's enrollment at CC, CC policies and procedures will apply. Student budgets (Cost of Attendance) used in establishing aid amounts will be the same as those used for awarding federal aid to other CC students. A contact person from the CC Financial Aid Office will be identified to work with a contact person from the VCSU Financial Aid Office.

Valley City State University will be responsible for awarding aid to students who have been accepted to the VCSU elementary education program. Students will have all aspects of their Federal Title IV Financial Assistance administered by VCSU Student Financial Aid Office. This includes, but is not limited to:

- Processing of applications, evaluation of eligibility, awarding, and disbursement of funds;
- Assessment and enforcement of satisfactory academic progress standards;
- Calculation and distribution of refunds;
- Notifying changes in enrollment status to lenders under the Federal Direct Loan Program.

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During enrollment in the VCSU elementary education program, VCSU policies and procedures will apply. Student budgets (cost of attendance) used in establishing aid amounts will be the same as those used for awarding federal aid to other VCSU students. A contact person from the CC Financial Aid Office will be identified to work with the contact person from the VCSU Financial Aid Office.

Students on the CC campus are not eligible for VCSU sponsored scholarships, waivers, or student work-study while pursuing a degree from VCSU. Students enrolled in the VCSU program are not eligible for CC sponsored scholarships or waivers.

After students are admitted to VCSU, satisfactory progress will be monitored based on VCSU policy to assure that satisfactory progress requirements are met.

Entrance and exit loan counseling requirements will be met with the use of electronic counseling available through the website http://www.mappingyourfuture.org/OSLC (for Perkins Loans) and https://studentloans.gove/myDirectLoan/index.action for all Federal Direct Loans.

Student Life: Rules, regulations, and policies that govern student life that are listed in the CC Student Handbook will be applicable to students enrolled in courses while at CC. For example, housing, parking, and conduct policies will be governed by CC.

Student Services: VCSU students at CC who are enrolled in at least one CC course will have the same access to student services as full-time CC students.

Academic Support Services: CC will provide tutoring and disability support services for CC courses. VCSU will provide tutoring and disability support services for VCSU courses. If students have documented disabilities that may affect their academic experience and are seeking accommodations, it is their responsibility to supply documentation and make a request for services through the office of Student Academic Services as soon as possible.

Technology and Support Services: VCSU will provide students in this program adequate technical support in a timely manner for the courses taken from VCSU. CC will provide students in this program adequate technical support in a timely manner for the courses taken from CC.

Students enrolled in at least one VCSU course will have full access to VCSU technology services, including VCSU wired and wireless computer network, Blackboard account, VCSU email/messaging account, printer access, and computer peripheral equipment checkout. Students may elect to pay the VCSU technology "buy up" fee if they would like full-time access to a VCSU laptop according to the established procedures at the following URL: http://technologyservices.vcsu.edu/vp.htm?p=2921

All online students in VCSU courses are expected to abide by the technical requirements, as outlined at http://distancelearning.vcsu.edu/vp.htm?p=1288

The following URL provides additional information regarding the notebook computer initiative at VCSU: http://technologyservices.vcsu.edu/vp.htm?p=2958

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Per NDUS guidelines, VCSU's Agreement Manager for this articulation is the Director of Distance Learning and Faculty Development and can be reached through the Academic Affairs office (701-845-7202).

VCSU's Education Program Coordinator is Dr. Gary Thompson, Dean, School of Education and Graduate Studies (701-845-7197).

Amendments to the Agreement: Mutually agreed upon amendments to this agreement may be approved by those who sign this agreement or their successors. The agreement may be terminated at any time through joint action of the two presidents with adequate provision for currently enrolled students.

Courses Agreements: In order for VCSU elementary education majors to obtain the Early Childhood Endorsement, they must take three required courses from Casper College. The three courses are:

EDEC 1200 Administration and Leadership in ECE	3 credits
EDEC 1030 Infant and Toddler Care	2 credits
EDEC 1035 Infant and Toddler Care Lab	1 credit

The courses above will be offered online through CC.

In order for VCSU students from Casper College to obtain the Early Childhood Endorsement, they must take two required courses from VCSU. The two courses are:

EDUC 313 Language & Literacy in Early Childhood	2 credits
EDUC 435 Kindergarten Education & Curriculum	4 credits

The above courses will be offered online through VCSU.

Curriculum Requirements (VCSU Students):

EDUC 310 Intro to Early Childhood Education	3 credits
EDUC 313 Language and Literacy in Early Childhood Ed	2 credits
EDUC 337 Pre-K Observation and Assessment	3 credits
EDUC 435 Kindergarten Education & Curriculum	4 credits
EDUC 485 Student Teaching-or-one year K-1 Experience	5 credits

EDEC 1200 Administration and Leadership in ECE	3 credits
EDEC 1030 Infant and Toddler Care	2 credits
EDEC 1035 Infant and Toddler Care Lab	1 credit

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Curriculum Requirements (CC & Wyoming Students):

EDUC 310 Intro to Early Childhood Education (VCSU) or	
EDEC 1020 Intro to Early Childhood Education (CC)	3 credits
EDUC 313 Language $ Literacy in Early Childhood Ed (VCSU)	2 credits
EDUC 337 Pre-K Observation and Assessment (VCSU) or	
EDUC 1100/1105 Observation and Guidance of Young Children	3 credits
EDUC 435 Kindergarten Education & Curriculum (VCSU)	4 credits
EDUC 485 Student Teaching –or-One Yr. K-1 Experience	5 credits
Or EDEC 2210 Student Teaching in Early Childhood (CC)	6 credits
EDEC 1200 Administration and Leadership in ECE	3 credits
EDEC 1030 Infant and Toddler Care	2 credits
EDEC 1030 Infant and Toddler Care Lab	1 credit
EDEC 1300 Curriculum Planning and Development	2 credits
EDEC 1305 Curriculum Planning and Development Lab	1 credit

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Casper College Signatures

Shawn Powell 12-11-15

Dr. Shawn Powell, Vice President of Academic Affairs Date

Interim

Brandon Kosine 12.3.15

Dr. Brandon Kosine, Dean of School of Social and Behavioral Sciences Date

Kerri D. Mahlum 12.3.15

Dr. Kerri Mahlum, Chair, Education Department Date

VCSU Signatures

Tisa A Mason 12/17/15

Dr. Tisa Mason, President Date

Margaret Dahlberg 12-17-2015

Dr. Margaret Dahlberg, Vice President of Academic Affairs Date

Gary Thompson 12-15-2015

Dr. Gary Thompson, Chair, School of Education and Graduate Studies Date