



4301 Third Street  
Tillamook, Oregon 97141

# **Dual Credit**

2014-2016

**Program Manual  
for Instructors**

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## **Welcome to Dual Credit**

Welcome to the Dual Credit program based upon agreements between Tillamook County secondary schools and Tillamook Bay Community College (TBCC). This program manual will clarify program details for potential and current Dual Credit secondary and post-secondary instructors.

This manual addresses program standards as adopted on September 28, 2010 by the Joint Boards of Education. These standards, included in Appendix 10 of this document, address the areas of curriculum, faculty, students, and assessment.

This manual is for you, the instructor. Students will have access to their own Student Handbook, describing student expectations, course requirements, and procedures.

In addition to this manual, TBCC works with each school to help with program facilitation. We encourage you to know TBCC staff and to call upon them whenever you need assistance. See Appendix 9 for a list and contact information for TBCC staff.

We continue to strive to improve opportunities for Tillamook County high school students to become successful completers of post-secondary programs. The High School Team at Tillamook Bay Community College facilitates the relationships between the high schools and Tillamook Bay Community College.

Thank you for your continued efforts and participation.

The High School Team  
Tillamook Bay Community College  
(503) 842-8222, ext. 1320

## **Becoming a Dual Credit Instructor**

The process for becoming a TBCC Dual Credit instructor includes both course certification and instructor certification. Both certifications may be applied for simultaneously with the same application form (see Appendix 5: High School Instructor College Now Certification Request form).

### **Course Certification and Syllabus Requirement for Dual Credit Courses**

Dual credit courses vary among the high schools in Tillamook County. The TBCC Office of Instruction will provide specific course requirements and prerequisites/syllabi to high schools prior to application for Dual Credit certification. High school course syllabi are reviewed in detail during the course articulation approval process. Dual Credit courses must cover the same outcomes, content, and expectations as the TBCC counterpart. Please see Appendix 2 for required elements of the dual credit course syllabus.

High school instructors who want to articulate with TBCC may obtain course information (including course and learning outcomes) by contacting the TBCC Office of Instruction at (503)842-8222, ext. 1320. If you are a current TBCC Dual Credit instructor, please contact the Office of Instruction for updated course information including course and learning outcomes.

### **Course Approval Process**

To conform with state regulations, any course that is articulated with Tillamook Bay Community College must be a course that is listed in the current TBCC course catalog, which is available online at <http://www.tbcc.cc.or.us>. While the Dual Credit course may have a different name from its TBCC counterpart, there is a catalogued correlation of the high school course name and college course name documented and maintained by the TBCC Office of Instruction and high school. Current TBCC descriptions can be viewed online in the TBCC course catalog. To comply with regulations, the high schools must use this description at a minimum. See Appendix 3 for an example of course descriptions. In addition, a more complete course outline for each currently articulated course is available and will be supplied by the TBCC Office of Instruction.

Dual Credit course approval is granted by the Chief Academic Officer in consultation with faculty at Tillamook Bay Community College. The TBCC High School Team (see Appendix 9 for contact information.) serves as the link between TBCC and high schools.

- After a review of specific course outcomes and the TBCC course syllabus, instructors who feel their course meets the same course contents, learning outcomes and expectations, or who are willing to modify their course to meet them, should request and complete the Instructor Certification form (see Appendix 5) and submit it with their current course syllabus to the TBCC Office of Instruction.
- TBCC departments/divisions will review submitted syllabi to determine if the high school course meets the same standards and content and reflects the pedagogical, theoretical, and philosophical orientation of the on-campus course.

- The decision on certification will be communicated to the high school instructor within 45 days.
- Requests for further clarification will be communicated to the high school instructor within 45 days of the time the request is received, thus potentially delaying decisions on certification for a reasonable amount of time. The TBCC Office of Instruction will keep the instructor informed.
- If the instructor has been certified and the course approved (see below for process), an Articulation Agreement will be completed between the college and the high school for that course, taught by the approved instructor. This agreement will be signed by the high school instructor, the high school principal or their authorized representative, and TBCC's Chief Academic Officer and the college president.
- The articulated course will be added to the High School Articulation Summary Agreement which is then forwarded to the high school for signatures prior to the end of the school year for the upcoming year.
- It is recommended that instructors use the same textbook as the on-site course. However, recognizing school district budgetary issues and textbook costs, it is not required for all courses. Please verify textbook requirements with the TBCC Office of Instruction.
- Textbook purchases may be facilitated through the TBCC Bookstore at (503) 842-8222, ext. 1240. Allow time for delivery of your order.

### **Assessment Standards**

- Dual Credit instructors will submit their course syllabus for approval during the instructor certification process to the TBCC Office of Instruction.
- Dual Credit instructors will make clear statements of course learning outcomes on course syllabi.
- Dual Credit instructors must include grading standards on course syllabi. Grades will vary A to F.
- Dual Credit instructors are required to participate in fall and spring articulation meetings to review and update course syllabi, as well as other agenda topics.
- Further discussions about assessment practices and methods are shared at articulation meetings.

### **Course Assurances**

During the fall and spring articulation meetings, TBCC Dual Credit instructors and TBCC faculty will meet to review and update course learning outcomes and grading standards.

Dual Credit instructors are required to update course syllabi and course content to reflect grading standard revisions to meet or exceed changes in on-campus standards.

### **Student Assessment**

During the fall and spring articulation meetings, TBCC faculty will review and update assessment methods.

Dual Credit instructors are required to include assessment methods and criteria in course syllabi.

Dual Credit instructors shall accommodate IEP and 504 students with appropriate alternative assessments, determined by the high school.

## **Certification for Dual Credit Instructors**

There are two categories of courses in post-secondary education: 1) Lower Division Collegiate (LDC) transfer courses, and 2) Career and Technical Education (CTE) courses.

The qualifications to become certified to teach courses from either category are based on state guidelines, college accreditation requirements, and college policy and vary according to the content areas.

Qualifications to become certified to teach a course are the same for part-time/adjunct TBCC instructors as for Dual Credit high school instructors.

Instructors wishing to articulate with TBCC must adhere to the following procedures:

- Contact the Dual Credit Coordinator (503) 842-8222, ext. 1320 to initiate an articulation conversation with TBCC.
- The Dual Credit Coordinator will refer the matter to the Chief Academic Officer, who will initiate review with the appropriate faculty as necessary.
- Complete the High School Instructor Certification request form (Appendix 5).
- For a lower division collegiate course: Attach a college transcript (unofficial), supporting documentation, and course syllabus. The college also prefers to receive a resume with these materials. Please see Appendix 2 for syllabus requirements.
- For a career and technical course: Attach a transcript (unofficial), copy of your TSPC license if applicable, supporting documentation, and course syllabus. The college also prefers to receive a resume with these materials. Please see Appendix 2 for syllabus requirements.
- Make a photocopy for yourself and forward the packet to the Office of Instruction, Tillamook Bay Community College, 4301 Third Street, Tillamook, Oregon 97141. Materials may also be faxed to (503) 842-8334.
- All requests for articulation must be received by February 28 of the school year prior to the year in which the course will be offered. Requests after that date will be accepted, but may not be approved for the following year.
- Approved instructors will receive a copy of a completed and signed Instructor Approval Form when approved to teach.

Note: In accordance with state standard requirements, provisional certification may be available for some teachers who do not yet meet the full Master's standard. This is not a normal procedure and the final decision rests with the TBCC Chief Academic Officer. The Chief Academic Officer will work with you and TBCC staff to see if this is a potential route for you.



## Next Step After Approval

### MyTBCC

The MyTBCC portal is a good resource for instructors, allowing access to your rosters, Tillamook Bay email, grading and a searchable course schedule, among other things.

### Account Set-up and Logging in

You can set up or login to your MyTBCC account from anywhere you have access to the internet. Here are the steps to activate your account:

- Go to the Tillamook Bay Community College website: <http://www.tbcc.cc.or.us/>
- Click on the MyTBCC link on the main page, under “Resources & Information.”
- The TBCC Office of Instruction will provide you with your ID and temporary password when your records have been finalized.
- Your user ID will be your TBCC ID number. If you do not know your TBCC ID number, call the Office of Instruction at (503) 842-8222, ext. 1080 and you will be assisted in getting the number. Information or help on MyTBCC is available from TBCC’s IT department at (503) 842-8222, ext. 1610.

Dual Credit instructors are able to access class lists and other information through the MyTBCC portal.

### Grading

TBCC grades are entered at MyTBCC, the Tillamook Bay Community College portal. Each Dual Credit instructor is expected to enter their grades electronically through the website and according to grading deadlines.

Each TBCC Dual Credit instructor will be assigned MyTBCC access for grade entry. Instructors should log in and activate their account as soon as possible, so they are familiar with the page and how to get to their class lists for grading. Steps for initial access to MyTBCC are detailed above in the MyTBCC section.

### Faculty Grade Entry Process

Grade entry dates:

Grade Entry opens and becomes available for instructor use two weeks before the last day of the term.

Grade Entry closes at **5:00 pm** on the Monday after the last day of class in TBCC’s term (see p. 40 of this handbook for TBCC term dates, 2014-2015 and 2015-2016).

If you have questions, contact Michele Burton, (503) 842-8222 x1110 or

[micheleburton@tillamookbaycc.edu](mailto:micheleburton@tillamookbaycc.edu) .

## How to Enter Your Grades

### Step 1-

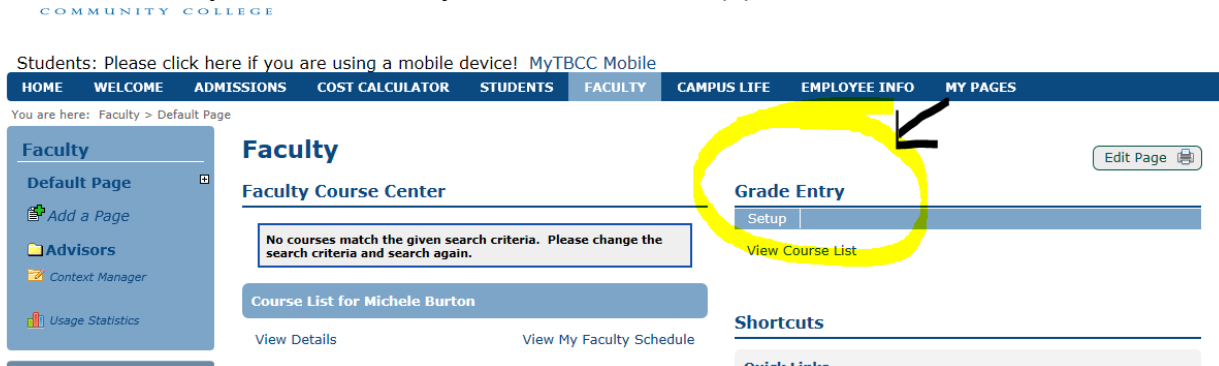
Log in to My TBCC and enter your TBCC ID number and your password.



If you don't know your TBCC ID number or your password, please contact the Director of Student Services, Michele Burton to get it. (503) 842-8222 x1110 or [micheleburton@tillamookbaycc.edu](mailto:micheleburton@tillamookbaycc.edu).

### Step 2 –

Go to the Faculty Tab to access your current course(s).



### Step 3 –

When the grade entry is open (see dates above) you will be able to select your course from the View Course List by choosing the correct year and term for your course. Select your course to enter your grades by clicking on the blue name of the course.

To enter/change grades, first select a Division and Term, and click the Search button. When the list of courses has been displayed, click on a course title to see the class list.

#### Search Criteria:

Division:  Term:

Course	Title	Cr Hrs	Clock Hrs	Final Grading Period Opens?
<a href="#">MUS 206 100 01</a>	Introduction to the History of Rock	3.00	3.00	N

Step 4 – Set your default Last Day of Attendance to the last day of your course. Enter your grades. For students who earn a non-passing grade “F”, do not use the default Last Day of Attendance. You must enter the date of your last academic interaction with the student. This academic contact could be in class, online, or through other communication.

Default Last Date of Attendance: 5/24/2014

The default date you select will be applied to students that have no last date of attendance.

The Grading Type for students will only be displayed if it is different than the Course Grading Type.

FERPA Restr.	Student	ID	Grad?	Final Grade	Grading Type	Last Date of Attendance	Absences	Clock Hrs	Cross-listed Course	Class	Division
	[REDACTED]		Y	Select...			0	3.0 0			UG

### Step 5 – Save the grades.

\*\*\*To give a student an incomplete grade, use the Incomplete Grade Request Form. The instructor and student should fill the form out together, sign it and each keep a copy. The original completed and signed Incomplete Grade Request form must be submitted to the Director of Student Services, Michele Burton at Student Services.

#### PDF Reports

Faculty Roster  
SBDC Rosters

#### Useful Forms

Monthly Expense Report (blue form)  
Requisition Form (green form)  
Travel/Meeting/Staff Development Request  
Instructor Mileage Reimbursement  
Accident/Incident Report  
Academic Dishonesty

**Incomplete Grade Request Form**

\*\*\* If you need to make a grade change after submitting your grades, use the online Grade Change Request found on the MyTBCC Faculty page.

You are here: Faculty > Default Page

Faculty  
Default Page  
Add a Page  
Advisors  
Grade Change Request  
Context Manager  
Usage Statistics

Faculty  
MISSTXT ADMIN  
Faculty Cou  
No courses m search criteria  
Course List fo

If you have questions please contact Michele Burton, (503) 842-8222 x1110 or [micheleburton@tillamookbaycc.edu](mailto:micheleburton@tillamookbaycc.edu).

### Notes on Grading

- Students may withdraw from a course in person at TBCC up to the 80% point of the length of the course (eighth week of a standard TBCC term).
- All students on your course roster at the end of the term must be given a grade. If a student stopped attending, but still shows on the grade roster, you must give the student a grade for the course because the student did not drop the course.
- Registered students will receive an A-F.
- All grades do not have to be entered at the same time, however all students must be graded by the given cut-off date which is 5:00 pm the Monday after the TBCC term ends.

- Most importantly, do not forget to click on SUBMIT often while posting grades. The session will time out without action and changes will be lost. If you do not click “Submit” after you have entered grades, the system will not register any of your entered grades.
- If there is a need to change a grade after the grades have been processed you will need to call the Registrar at (503) 842-8222, ext. 1110 for assistance. All changes must be in writing with student name, TBCC ID number, term, section number and grade.

For further assistance, call the TBCC Registrar at (503) 842-8222, ext. 1110.

## **Registration Process**

Dual Credit instructors are expected to facilitate the student registration process for each Dual Credit course. For details on the registration procedures, see Appendix 7.

## **Keeping in Touch**

### **Articulation Meetings**

- The Fall Articulation Kick-off meeting is a half-day meeting held early in September. The spring content-specific articulation meeting will be held in early May.
- Dual Credit high school instructors and at least the subject-specific TBCC faculty liaison (see Appendix 9) shall attend both the Fall Kick-off meeting and the spring articulation meeting.
- High school and TBCC course syllabi are collected annually at the Fall Kick-off meeting and are maintained by the Office of Instruction.
- The spring articulation meeting shall address specific agenda items and TBCC faculty will share updated course syllabi with Dual Credit instructors.
- Instructors who do not attend articulation meetings may be at risk of losing Dual Credit certification.

### **Electronic Opportunities**

- The post-secondary counterparts have group E-mail addresses for their high school instructors and will routinely communicate about courses and policies.

### **Course Visitations**

- High School instructors of Dual Credit courses are encouraged to visit the TBCC campus and sections of the courses they teach.
- TBCC faculty liaisons will visit high school instructors at the high school site as well.
- TBCC Dual Credit personnel (refer to Appendix 9) regularly visit the high schools.

## **FERPA Statement**

FERPA stands for the Family Educational Rights and Privacy Act. FERPA is a Federal law that protects the privacy of the students' educational records.

Under FERPA, TBCC cannot release to anyone other than the student:

- Financial records (accounts, financial aid, etc)
- Grades and GPA information
- Class schedules, times, locations
- Personally identifying information such as student identification numbers, Social Security numbers, and birth dates.

Students may fill out a Student Information Release Form with TBCC Student Services so parents may call or come in to ask about certain types of protected information to help them. The college is required to follow federal FERPA guidelines. However within the confines of your high school environment you should follow your high school's guidelines.

## Dual Credit Student Processes and Other Information

### Student Enrollment

**Students must apply for admission** and be issued a student identification number *prior to course registration*.

### HOW DO STUDENTS COMPLETE AN ADMISSIONS APPLICATION?

- Visit our website at <http://www.tbcc.cc.or.us> and click on “Admissions” on the main page.
- Click on the Admissions Application link in item 1.
- Choose the Current High School Student Application.
- Complete the online application and submit it electronically.
- In 2-3 business days, the student will be emailed a TBCC ID number and a temporary password. Remind your students to watch their email for this information.
- Students use the Student ID number when registering for a course.

Students should be provided a Student Handbook by the high school instructor. All program details, student status and other information is clearly outlined in the handbook. Topics included are:

- What is College Now? Advantages? Dual Credit Status at TBCC
- Student Identification Numbers
- Access to Campus Services
- Course Requirements and Prerequisites
- Student Responsibilities
- Student Accommodations
- Transcripts
- TBCC Code of Conduct and policies
- Grading procedures
- Registration Procedures
- Financial Aid
- TBCC website information
- TBCC academic year calendar with important dates

All personal information is maintained online at <http://www.tbcc.cc.or.us>. Students must log on to MyTBCC with their ID and Password to access their information. It is the responsibility of the student to keep TBCC notified of any changes in personal information (i.e. e-mail, address, and phone).

It is the responsibility of the high school instructors, **within the first week of class, to provide students a copy of their course syllabus**, and to inform students of the status of

the course as a Dual Credit offering through TBCC. (Course syllabi should contain this information.) Due to the expected rigor of the dual credit class it can be helpful to remind students of this.

### **Course Requirements, Syllabi and Prerequisites**

Specific course requirements must be given to students in a course syllabus, which must follow the same format as the Tillamook Bay Community College course syllabus, including course description, prerequisites, course outcomes, grading expectations, required materials and activities. Outcomes must match TBCC stated course outcomes, although classroom activities may differ. See Appendix 4 for syllabus examples.

TBCC faculty will submit changes in requirements and/or prerequisites to the Office of Instruction in a timely manner. Faculty will communicate directly with high school instructors during the articulation meeting to facilitate changes in TBCC's curriculum.

### **Prerequisites:**

Specific placement test scores are required for Admission to TBCC. In addition selected courses may require particular test scores (e.g., WR 115) prior to registration. Please refer to Appendix 6 for current course requirements and recommendations.

### **Placement Testing:**

Most course prerequisites will require submission of placement scores to TBCC to verify satisfaction of reading, writing, and/or math prerequisites. Tillamook Bay Community College uses the ACT COMPASS placement test. However, ACT or SAT scores can also be used for placement in writing and math. COMPASS testing is available on the TBCC Campus in the Library or at each of the high schools. Students can contact your school counselor for more information about testing at your school. Students should use their social security number for placement testing.

### **Underage Students:**

By Oregon Statute, dual credit enrollment is intended for students who are Juniors or Seniors (sixteen years of age or older). A Sophomore student under sixteen years of age seeking to register for dual credit must follow the same process as underage students seeking to enroll on campus.

Students under the age of 16 who wish to be considered for enrollment in TBCC classes should:

1. Obtain a letter of recommendation from their high school counselor or administrator, which addresses both academic and behavioral preparedness for an adult learning environment. Before continuing, they must submit this required document in person, by email, or fax to TBCC Student Services.

2. Apply for admission. Complete the Admissions application online <http://www.tbcc.cc.or.us/index.php/getting-started-new-student-at-tbcc/first-steps-at-tbcc/admissions> or in person at TBCC Student Services.
3. Take a college placement exam. Regardless of what type of classes the student under the age of 16 wishes to enroll in, they must place at the minimum levels of Writing 115, Reading 115 and Math 60. This is an important component in assessing preparedness to pursue college level classes. Testing is available at the TBCC Library on a drop-in basis or at local high schools.
4. Schedule an appointment with a Career Education Advisor. Both the student and their parent/guardian are required to attend, prior to registering for classes.
5. Complete the “Underage Enrollment Form” as discussed with your Career Education Advisor at the time of your scheduled appointment.
6. Enroll in your courses by completing the Concurrent Enrollment Agreement provided by your high school. Instructor approval may be required as part of the registration process. The decision of whether a student has demonstrated the ability to perform academically is at the sole discretion of TBCC.

Prior to each term, students under the age of 16 must consult with a Career Education Advisor and obtain a signature of approval for their schedule of classes before registering. Continuing registration for all students under the age of 18 will be contingent upon the student’s compliance with all relevant college financial, academic, and student conduct policies.

### **Transcripting Dual Credit Courses**

The grade a student receives in a Dual Credit course will be applied to and appear on a transcript from TBCC (see instructions below), and may, in most cases, be transferred to other academic institutions. Instructors must post their grades by deadlines given each academic year through the TBCC Student Services or Office of Instruction. See Appendix 11 for a calendar of important dates.

It is the responsibility of the student to drop the class by the stated deadline if (s)he does not want the grade. Instructors should remind students of approaching deadlines.

Students have access to view their TBCC transcripts online as soon as the class is graded. Students can verify that all their Dual Credit grades have been posted by checking MyTBCC before they request an official transcript. Any changes to the transcript must be submitted in writing by the high school instructor to the TBCC Registrar within 12 months of course completion.



## **To Help A Student Verify TBCC Transcript (no charge)**

### **Unofficial Transcripts**

1. Students should log into their MyTBCC account.
2. Once the student is logged in, they should click on the My Courses tab.
3. Click on Unofficial Transcript “View My”.

Students can also click on “My Grade Report” on the left and view their grades for the term by selecting the appropriate term from the drop down menu.

### **To Request an Official Transcript:**

1. Navigate to <http://www.tbcc.cc.or.us>
2. Click on “Getting Started” in the menu.
3. Click on “Academic Advising.”
4. On the right hand banner, scroll down and click on “Transcripts.”
5. Follow instructions on the page to order an official transcript.

# APPENDICES

## Appendix 1 - Requirements for Instructional Certification

### **Career Technical Courses:**

The minimum requirement is demonstrated competency in the area of instruction. Content areas and their course prefixes include:

Agriculture and Animal Science (AG, ANS)  
Industrial Technology (ELT, IMT, WLD)  
Business and Computer Applications (BA, CAS)  
Cooperative Education (CG)  
Culinary Arts and Hospitality Management (CA, HTM)  
Health Occupations (CG, HE, MP)

### **Lower Division Collegiate Courses:**

In general, the requirement is a master's degree in the field of primary teaching assignment; however, requirements vary among TBCC disciplines.

Arts and Communication (ART, HUM, MUS, SP): Master of Arts in the subject OR related Masters (MAT, etc.) *if* accompanied by 30 quarter/20 semester graduate credit hours in the subject.

Biology: MA, MS in Biology OR Master's degree in related field with 30 quarter/20 semester graduate credits in relevant courses.

Chemistry: MA, MS in Chemistry OR Master's degree in related field with 30 quarter/20 semester graduate hours in relevant courses.

English: Masters in English OR MAT, MEd, MFA with 30 quarter hours/20 semester hours of graduate credits in English.

History: Masters in History OR Master's degree in related field with 30 quarter/20 semester graduate hours in relevant courses.

Health and PE: A Bachelors or Master's Degree in Health and/or Physical Education and/or Dance from an accredited college or university. In certain circumstances and for certain PE activities approved certification and/or experience appropriate to the specific instructional assignment shall be accepted.

Mathematics: Master's degree (MA or MS) in Mathematics from a regionally accredited college or university. Or a graduate degree in a related field\*, such as, but not limited to, Education, Physics, or Engineering, with successful completion of at least 30 quarter credits of graduate level mathematics courses.

Political Science: Masters in Political Science OR Masters with 30 quarter/20 semester graduate hours in Political Science.

World Languages (FR, GR, SPA): Masters of Arts in the language OR related Masters (MAT, etc.) if accompanied by 30 quarter/20 semester graduate credit hours in the language, linguistics, literature and culture.

Writing: MA or MFA in English or Composition or Creative Writing OR MAT, MEd, MFA with 30 quarter hours/20 semester hours of graduate credits in English, composition or creative writing.

NOTE: In the event that the applicant instructor does not have the minimum requirements, the college *may* make a judgment that the instructor's professional experience and expertise provisionally qualify them as a Dual Credit instructor through an "Instructor of Record" arrangement. In this case a qualified TBCC representative will work with the high school instructor as an advisor to ensure that college standards and instructional integrity are maintained and equivalent to the college course. The TBCC representative will also visit the high school classroom to observe the class and its instruction. The high school instructor is required to submit their final grades to the TBCC Instructor of Record, who will enter the final grades into the TBCC system for the high school instructor.

## Appendix 2 - Syllabus Template

### Syllabus

Course Number. Course Title -- # Credits  
Term, Year  
Meeting Day(s), Time, Place

Instructor: *Name and Title*  
Office: *Location and office hours (if applicable)*  
Phone: *Include personal number only if you are willing to release to students*  
E-mail: *@tillamookbaycc.edu or @mail.tillamookbaycc.edu or other*

**Course Description:** *This should be the Catalog course description, including recommendations and/or prerequisites/co-requisites if any. This can be taken directly from the college course syllabus or may be obtained from the TBCC Office of Instruction. If you wish to add to the description, your addition should go under **Addendum to Course Description.***

**TBCC Email:** TBCC will use electronic communication methods to conduct official and legal College business. Students are responsible to check their TBCC email and the TBCC student portal (MyTBCC) for information from the College.

**Please Note:**

*If you consider dropping a class, please talk with your instructor first. If you don't attend classes, you may lose your financial aid. You may only attend this course if you have registered. If you are not able to attend, you must drop the course through Student Services. In order for you to get a refund, you must drop before the deadline in the class schedule. If you stop attending the class without dropping, then you may receive a failing grade.*

**Attendance:** *Optional Category – attendance and make-up policies (if any)*

**Course Learning Outcomes:** *Intended course learning outcomes from the CCOG. These are provided by the TBCC Office of Instruction. This section must include all course learning outcomes addressed by the college course. (Please contact Gina Fox ([ginafox@tillamookbaycc.edu](mailto:ginafox@tillamookbaycc.edu)) if you need clarification of course learning outcomes).*

**Program Learning Outcomes:** *Provided by the TBCC Office of Instruction. This section must include all program outcomes addressed by the course (outcomes for all CTE programs are also included in the Career and Technical Programs section of the TBCC Catalog; outcomes for General Education are also published in the current TBCC Catalog).*

**Institutional Learning Outcomes (ILOs):** *Provided by the TBCC Office of Instruction. This section should list ILOs addressed by the course (ILOs and criteria are also published in the current TBCC Catalog).*

**Competencies and Skills:** *Student competencies and skills from the CCOG.*

**Instructional Materials:** *E.g., textbooks, supplies, and/or equipment required for course*

**Course Requirements:** *Major assignments (exams, essays, projects, etc.)*

**Grading:** *Grading criteria specific enough for student calculation of grade*

**ADA Statement:**

Students who have a documented disability and require a classroom adjustment or accommodation should contact the Disabilities Coordinator/Career Education Advisor and provide the Approved Academic Accommodation form to the Instructor.

**Academic Support Statement:**

The Learning Center provides assistance to students with writing and math assignments. Hours are posted in the Library and classrooms. Peer tutors are available to assist students in a variety of subjects. Contact the Library for more information on peer tutoring.

**Class Registration Statement:**

Students may attend this course only if registered. Students who are unable to attend must drop the course through Student Services. To have tuition charges removed, the course must be dropped by the student before the drop with refund deadline in the Class Schedule. Students who never attend, or stop attending, without dropping may receive a NS, W, or F and will be required to pay for the course.

**Grading Options Statement:**

Students taking credit classes can choose between receiving traditional letter grades (A-F) and Pass/No Pass (P/NP) if the department has permitted both options for a course. *If you do not select a grading option*, you will automatically have the default grading option for that course. The default option is generally a letter grade, but could be pass/no pass. You can change your grading option through Student Services up until the eighth week of the term (for an eleven-week course). The only grading option available for each student is the one the student submitted during the selection timeframe. With the instructor's written permission, some courses may allow students to attend a course without receiving a grade or credit for the course. In order to Audit a class, you must return a signed form to Student Services. Your request must be processed by Student Services by the drop deadline for the course. You cannot opt into or out of (i.e. change your grading option from audit to a letter grade) after the drop deadline. Auditing a course does not satisfy requirements for entry into courses where prerequisites are specified.

**Academic Integrity/Student Conduct Statement:**

Students of Tillamook Bay Community College are expected to behave as responsible members of the College community while on campus and to be honest, ethical, and professional in their behavior and academic work. Tillamook Bay Community College strives to provide students with the knowledge, skills, judgment, and wisdom they need to function in

society and careers as educated adults. Respect for others and behavior appropriate for a professional and educational environment is required of all. Behavior that violates the Code of Student Conduct, including any behavior disruptive to the educational process, is subject to disciplinary action. To falsify or fabricate the results of one's research; to present the words, ideas, data, or work of another as one's own; or to cheat on an examination is dishonest and corrupts the essential process of higher education. Academic dishonesty is also subject to disciplinary action. The full text of TBCC's Code of Student Conduct and Academic Integrity Policy can be found in the Student Rights and Responsibilities section of the TBCC Catalog.

**Flexibility Statement:**     *E.g., "Assignments, exams, and/or calendars may be changed..."*

**Tentative Schedule by Week/Day and Date:**

**Technology Statement: (This is required for online and hybrid courses, but suggested for others.)** Most students need the following in order to take courses at TBCC. You are still encouraged to take this class, but if you lack technical or skill knowledge, please see me after class or make an appointment so that we can talk.

***Technical (need):***

1. Access to a computer (at home, school, or work) which you can use for extended periods of time.
2. Broadband internet access (cable modem, DSL, or other high speed).
3. Firefox 3.0 or later or Internet Explorer 7 or later. Safari and Chrome also work.
4. Permission/ability to install plug-ins or class software (e.g. Adobe Reader or Flash).
5. Highly recommended: up-to-date anti-virus software. If you are using your own computer check out the free anti-virus program at [www.Avast.com](http://www.Avast.com).

***Skills (ability):***

1. Navigate web sites, including downloading and reading files from web sites.
2. Download and install software or plug-ins such as Adobe Reader or Flash.
3. Use email, including attaching and downloading documents/files from emails.
4. Save files in commonly used word processing formats (.doc, .docx, .rtf).
5. Copy and paste text and other items on a computer.
6. Save and retrieve documents and files on your computer.
7. Locate information on the internet using search engines.

**Optional Categories** – any additional information regarding course content, campus resources, equal opportunity statement, course bibliography, etc.

## **Appendix 3 - Sample Course Descriptions**

### **WR 121 English Composition, 4 Credits**

Focuses on academic writing as a means of inquiry. Uses critical reading, discussion, and the writing process to explore ideas, develop cultural awareness and formulate positions. Emphasizes development of a variety of strategies to present evidence in support of a thesis. Prerequisite(s): Placement into WR 121, or completion of WR 115 and RD 115.

4 Credit hours

40 to 48 Lecture hours

Levels: Credit

Schedule Types: Lecture

### **ENG 104 Introduction to Literature (Fiction), 4 Credits**

Enhances enjoyment of various forms of fictional prose, increases understanding of the conventions of fiction and various forms of storytelling, and encourages exploration of the diversity of human experience. Prerequisite(s): WR 115 and RD 115 or equivalent placement test scores.

4 Credit hours

40 to 48 Lecture hours

Schedule Types: Lecture

### **GS 108 Physical Science (Oceanography), 4 Credits**

Includes the chemical, biological, physical and geological nature of the oceans. Includes weekly lab. Prerequisite(s): WR 115, RD 115 and MTH 65 or equivalent placement test scores.

4 Credit hours

30 to 36 Lecture hours

30 to 36 Lab hours

Schedule Types: Lecture plus Lab

### **WLD 111 Shielded Metal Arc Welding (E7024) and Oxy-acetylene Cutting, 4 Credits**

Covers uses, safety, nomenclature, equipment operation, set-up and shutdown procedures and welding related math and science for S.M.A.W. and O.A.C. Department permission required.

4 Credit hours

80 to 96 Lecture-Lab hours

Schedule Types: Lecture-Lab



## Appendix 4 - Syllabus Example

### Syllabus

EC 202 Macroeconomics– 4 Credits

Winter, 2015

Wednesday, 5:30-9:20, 04/01/2015-06/10/2015 cc/203

Instructor:

Office:

Phone:

E-mail: \_\_\_\_\_@mail.tillamookbaycc.edu or \_\_\_\_\_

**Course Description:** A study of factors affecting the level of national income; the essentials of money and banking; the role of government expenditure and taxation in achieving economic stability, growth, and development; international monetary issues including exchange rates and the balance of payments. Recommended: MTH 95 and EC 201. Prerequisite(s): WR 115, RD 115 and MTH 20 or equivalent placement test scores. Audit available

**TBCC Email:** TBCC will use electronic communication methods to conduct official and legal College business. Students are responsible to check their TBCC email and the TBCC student portal (MyTBCC) for information from the College.

#### **Please Note:**

If you consider dropping a class, please talk with your instructor first. If you don't attend classes, you may lose your financial aid. You may only attend this course if you have registered. If you are not able to attend, you must drop the course through Student Services. In order for you to get a refund, you must drop before the deadline in the class schedule. If you stop attending the class without dropping, then you may receive a failing grade.

**Attendance:** Attendance to this class is mandatory. Absence must be pre-approved by the instructor.

#### **Course Learning Outcomes:**

Upon successful completion, students will be able to:

1. Think critically and formulate independent and well-considered conclusions about economic issues and policies.
2. Effectively participate in the political process and the economy by utilizing an understanding of the historical evolution of economic systems, institutions and ideologies.
3. Make rational decisions based on rudimentary marginal analyses.
4. Understand market structures and market power.
5. Be prepared to further their studies in Economics courses.

#### **Competencies and Skills:**

- Build a vocabulary of economic terms that will enable the student to find the daily reading of papers and periodicals easier and more meaningful.

- Develop the ability to summarize an argument, understand economic reports, and to discern between positive and normative statements.
- Develop the ability to acquire and analyze quantitative data and make mathematical computations using formulas.
- Develop the ability to use and apply theoretical models.
- Develop the ability to conduct cost/benefit analyses.
- Develop the ability to think clearly about social and environmental problems in an orderly and object way.

**Instructional Materials:** Slavin, Stephen L. (2014) Economics 11<sup>th</sup> Ed. McGraw-Hill.

**Course Requirements:**

Due to the theoretical nature of the course there will be two midterms and a final exam. In addition to this there will be weekly assignments following the lecture that allow for interaction with the topics discussed in class. Each assignment will be due at the beginning of the following class. A final project due the last day of class will allow for practical application of the topics covered creating interaction bridging the theoretical with the practical.

**Grading:**

Midterm-	100 points
Midterm-	100 points
Final-	200 points
Assignments-	20 points x5
<u>Project-</u>	<u>100 points</u>
Total	600 points

- A= 600-540
- B= 539-480
- C= 479-420
- D=419-360

**ADA Statement:**

Students who have a documented disability and require a classroom adjustment or accommodation should contact the Disabilities Coordinator/Career Education Advisor and provide the Approved Academic Accommodation form to the Instructor.

**Academic Support Statement:**

The Learning Center provides assistance to students with writing and math assignments. Hours are posted in the Library and classrooms. Peer tutors are available to assist students in a variety of subjects. Contact the Library for more information on peer tutoring.

**Class Registration Statement:**

Students may attend this course only if registered. Students who are unable to attend must drop the course through Student Services. To have tuition charges removed, the course must be dropped by the student before the drop with refund deadline in the Class Schedule. Students who never attend, or stop attending, without dropping may receive a NS, W, or F and will be required to pay for the course.

### **Grading Options Statement:**

Students taking credit classes can choose between receiving traditional letter grades (A-F) and Pass/No Pass (P/NP) if the department has permitted both options for a course. *If you do not select a grading option*, you will automatically have the default grading option for that course. The default option is generally a letter grade, but could be pass/no pass. You can change your grading option through Student Services up until the eighth week of the term (for an eleven-week course). The only grading option available for each student is the one the student submitted during the selection timeframe. With the instructor's written permission, some courses may allow students to attend a course without receiving a grade or credit for the course. In order to Audit a class, you must return a signed form to Student Services. Your request must be processed by Student Services by the drop deadline for the course. You cannot opt into or out of (i.e. change your grading option from audit to a letter grade) after the drop deadline. Auditing a course does not satisfy requirements for entry into courses where prerequisites are specified.

### **Academic Integrity/Student Conduct Statement:**

Students of Tillamook Bay Community College are expected to behave as responsible members of the College community while on campus and to be honest, ethical, and professional in their behavior and academic work. Tillamook Bay Community College strives to provide students with the knowledge, skills, judgment, and wisdom they need to function in society and careers as educated adults. Respect for others and behavior appropriate for a professional and educational environment is required of all. Behavior that violates the Code of Student Conduct, including any behavior disruptive to the educational process, is subject to disciplinary action. To falsify or fabricate the results of one's research; to present the words, ideas, data, or work of another as one's own; or to cheat on an examination is dishonest and corrupts the essential process of higher education. Academic dishonesty is also subject to disciplinary action. The full text of TBCC's Code of Student Conduct and Academic Integrity Policy can be found in the Student Rights and Responsibilities section of the TBCC Catalog.

**Flexibility Statement:** Instructor reserves the right to change the course content as the need presents itself.

### **Tentative Schedule by Week/Day and Date:**

4/1 Introduction to Economics, Resource Utilization. Chapters 1 and 2

4/8 Mixed Economy Supply and Demand Chapters 3 and 4

4/15 Sectors, Household Consumption, Business Investment Chapters 5 and 6

#### **4/22 Review and Midterm 1**

4/29 Money and Banking, Federal Reserve and Monetary Policy. Chapters 13 and 14

5/6 The Government Sector, The Import-Export Sector. Chapters 7 and 8

5/13 Gross Domestic Product, Economic Fluctuations, Unemployment and Inflation

#### **5/20 Review and Midterm 2**

5/27 Classical and Keynesian Economics Fiscal Policy and the National Debt. Chapters 11 and 12

6/3 Economic Theory and Economic Growth Chapters 15 and 16 **Final Projects Due**

**6/10 Final Exam**

### **Technology Statement: (This is required for online and hybrid courses, but suggested for others.)**

Most students need the following in order to take courses at TBCC. You are still encouraged to take this class, but if you lack technical or skill knowledge, please see me after class or make an appointment so that we can talk.

***Technical (need):***

6. Access to a computer (at home, school, or work) which you can use for extended periods of time.
7. Broadband internet access (cable modem, DSL, or other high speed).
8. Firefox 3.0 or later or Internet Explorer 7 or later. Safari and Chrome also work.
9. Permission/ability to install plug-ins or class software (e.g. Adobe Reader or Flash).
10. Highly recommended: up-to-date anti-virus software. If you are using your own computer check out the free anti-virus program at [www.Avast.com](http://www.Avast.com).

***Skills (ability):***

8. Navigate web sites, including downloading and reading files from web sites.
9. Download and install software or plug-ins such as Adobe Reader or Flash.
10. Use email, including attaching and downloading documents/files from emails.
11. Save files in commonly used word processing formats (.doc, .docx, .rtf).
12. Copy and paste text and other items on a computer.
13. Save and retrieve documents and files on your computer.
14. Locate information on the internet using search engines.
- 15.

## Appendix 5 – Certification Request Form

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4301 Third Street, Tillamook, OR 97141 \* (503) 842-8222 \* [www.TillamookBay.CC](http://www.TillamookBay.CC)

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New High School Instructor  
College Now Certification Request

\_\_\_\_\_  
First and Last Names

\_\_\_\_\_  
High School Name

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Work E-mail Address

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Work Phone

Indicate what course(s) you would like to be certified to teach:

TBCC Course Number/Name: \_\_\_\_\_

High School Course Number/Name: \_\_\_\_\_

Textbook: \_\_\_\_\_

Attach a copy of your current TSPC license, a current resume, transcripts (unofficial is fine) and any other documentation that pertains, e.g., subject area relevant conferences, native - speaker experience, or other content-specific qualifications/trainings that would help TBCC evaluate your request for certification.

Include a syllabus for each course you would like to be certified to teach. The course will also be evaluated for "equivalency" during the instructor certification review.

If you have any questions, please contact Gina Fox at TBCC at (503) 842-8222, ext. 1320 or [ginafox@tillamookbaycc.edu](mailto:ginafox@tillamookbaycc.edu).

Return this request with attachments to:

Tillamook Bay Community College

Attn: Gina Fox

4301 Third Street

Tillamook, OR 97141

Fax: (503) 842-8334

## **Appendix 6 - Current Articulated Dual Credit Courses**

**AG 211 Survey and Construction**, 3 Cr. - Land measurement and leveling as applied to agricultural uses. Concrete and agricultural building construction including the use of construction power tools, selection of materials and cost estimating.

**AG 221 Metals and Welding**, 3 Cr. - Practices of metal working including the use of metal working machines, metal identification, heat treating and metal properties. Fabrication of metals including arc and oxy-acetylene welding and cutting.

**ANS 121 Introduction to Animal Science**, 4 Cr. - Principles of breeding, physiology, nutrition, and management as they apply to modern livestock and poultry production.

**ANS 215 Beef and Dairy Industries**, 3 Cr. - Introduction to beef and dairy industries; history, current industry status, and demonstration and practice of basic husbandry skills.  
Prerequisite: ANS 121.

**BI 211 Principles of Biology**, 5 Cr. – Includes introduction to science, biochemistry, metabolism, the cell, molecular biology, and reproduction. The first course of a three-course sequence for students majoring in biology and the sciences, including premedical, pre-dental, chiropractic, pharmacy, and related fields. Recommended: High school biology and chemistry within the past seven years. Prerequisites: WR 115 and RD 115 or equivalent placement test scores; and MTH 95 or higher. Prerequisite/Concurrent: CH 151 or higher; or instructor permission. Audit available.

**BI 213 Principles of Biology**, 5 Cr. – Includes plant and animal anatomy and physiology, and individual, population, community and ecosystem ecology. The third course of a three-course sequence for students majoring in biology and the sciences, including pre-medical, pre-dental, chiropractic, pharmacy, and related fields. Prerequisite: BI 212 and its prerequisite requirements. Audit available.

**CA 141 Customer Service in the Hospitality Industry**, 2 Cr. - This course introduces the student to basic concepts and the importance of customer service in the hospitality industry. The course will also explore customer expectations and its relationship to the success of the hospitality business.

**CA 165 Culinary Arts Practicum I**, 7 Cr. - Explore and gain proficiency in practical food production and practice food-handling skills. Learn the art and science behind food production and run a small catering business. Demonstrate skills in food production and product knowledge while maintaining quality standards.

**CA 205 Restaurant & Menu Marketing**, 4 Cr. - This course introduces the student to marketing as a function of a food service's operation. It will introduce the concepts and practical aspects of marketing a restaurant as well as internal marketing of the operation's menu items. Prerequisite/Concurrent: HTM 107.

**CA 220 Food & Beverage Cost Control**, 4 Cr. - This course will introduce the concepts behind and have practical assignments in food costing. Food yield computations for purchasing, scaling of recipes, calculation of profit & loss statements and profitability percentages will also be practiced. Prerequisite/Concurrent: HTM 107. Prerequisite: MTH 30.

**CA 265 Culinary Arts Practicum II**, 7 Cr. - Explore and gain proficiency in practical food production and practice food-handling skills. Learn the art and science behind food production and run a small catering business. Demonstrate skills in food production and product knowledge while maintaining quality standards.

**CA 270 Food Service Purchasing**, 3 Cr. - This course introduces the student to the standards for purchasing product in the hospitality industry. The course will introduce the importance of the use of purchasing criteria and the implementation of a purchasing system. It will also introduce basic concepts of procurement and product selection, and its relationship to the success and profitability of the hospitality business. Prerequisites: CA 165, CA 220, MTH 30. Prerequisite/Concurrent: CA 265.

**CA 275 Nutrition for the Food Service Professional**, 3 Cr. - The student will learn basic nutrition concepts and how they relate to the food service industry. Students will also prepare for, and take, the nutritional certification exam with the National Restaurant Association.

**CA 292 Garde Manger & Presentations**, 7 Cr. - Explore and gain proficiency in Garde Manger techniques traditionally used in the “Cold Kitchen.” Encompasses preservation techniques such as salt curing, smoking, sausage making, and decorated buffet presentation pieces as part of a small catering business. Demonstrate skills in Garde Manger and Buffet presentations while maintaining quality standards. Prerequisite: HTM 107.

**CA 295 Food Operations Supervision**, 7 Cr. - Explore and gain proficiency in supervision and operation of a small food service business. These are techniques useful in the running of a small food service business. It also encompasses managing groups of kitchen workers and developing a positive personal supervision style. The class will run as part of a small catering & deli business. Students will demonstrate skills in supervision and managing this small business while maintaining quality standards. Prerequisites: 27 credits in CA including CA 292, MTH 30.

**CG 130H Introduction to Today’s Careers: Health**, 2 Cr. – Explores career opportunities in the health professions. The focus will be on the educational and licensing requirements, professional and ethical responsibilities, physical requirements, workplace environment and career pathways of each profession. Audit available.

**EC 200 Introduction to Economics**, 4 Cr. - A survey course covering: basic microeconomic and macroeconomic concepts, the history of economic ideas, and a variety of economic issues. Depending on the instructor’s interest, the issues covered might include: price ceilings, price floors, pollution, income distribution, poverty, international trade issues, inflation, unemployment, economic growth, public finance, and transitional economies. This course is recommended for students who desire a one term survey course. Recommended: MTH 95. Prerequisites: WR 115, RD 115, and MTH 20 or equivalent placement test scores. Audit available.

**ENG 253 American Literature to 1865**, 4 Cr. - Introduces the literature of the land which is now the United States from before European contact through the mid-nineteenth century. Revolves around written manifestations of the various interests, preoccupations, and experiences of the peoples creating and recreating American culture. Considers various literary forms, canonized (such as novel, narrative poem), popular (such as the serialized tale, verse) and unpublished (the jeremiad, Native American oratory, the slave narrative,

diary). Prerequisites: WR 115 and RD 115 or equivalent placement test scores. Audit available.

**ENG 254 American Literature from 1865**, 4 Cr. - Cr.—Introduces students to the literature of the land which is now the United States from the mid-nineteenth century to the present. The course revolves around written manifestations of the various interests, preoccupations, and experiences of the peoples creating and recreating American culture. Prerequisites: WR 115 and RD 115 or equivalent placement test scores. Audit available.

**GS 108 Physical Science (Oceanography)**, 4 Cr. - Includes the chemical, biological, physical and geological nature of the oceans. Includes weekly lab. Prerequisites: WR 115, RD 115, and MTH 65 or equivalent placement test scores. Audit available.

**HE 110 CPR/AED for Professional Rescuers and Health Care Providers**, 1 Cr. - Provides education and training in infant, child, adult CPR, AED, and Bag-Valve masks for people who are responsible for delivering emergency care and/or ensuring the public safety. Provides training in bloodborne pathogens. Upon successful completion of this course, students may earn an American Red Cross CPR/AED for the Professional Rescuer and Health Care Provider certificate or equivalent American Health Association. Recommend: RD 115 or equivalent placement test scores. Audit available.

**HE 112 First Aid and Emergency Care**, 1 Cr. – Describes emergency procedures and techniques of basic life support for adult, child, or infant victims of airway obstruction, respiratory arrest and/or cardiac arrest. Provides education and training in Automated External Defibrillator. Upon successful completion of this course, students may earn an American Red Cross Standard First Aid and CPR/AED Adult/Child and Infant CPR certificate or American Health Association equivalent. Recommend: RD 115 or equivalent placement test scores. Audit available.

**HTM 105 Food Service Management**, 3 Cr. - This course examines the food service industry, its structure, organization, size, economic impact, regulatory industries and peripheral industries; managerial problems and practices; and trade journals and resources, with a broad review of the various food service segments. Discusses topics of current concern for the industry. The course will also provide an introduction to career opportunities and a view of real-world activities.

**HTM 107 Sanitation & Safety for Managers**, 3 Cr. - This course is based on the National Restaurant Association's training and certification coursework. The course informs, strengthens, and updates supervisors and managers on current principles and practices of sanitation and safety. Covers Oregon's recent enactment of statewide food handler training, the Hazard Analysis Critical Control Point (HACCP) system, as well as potable water systems, waste treatment, lodging facilities, recreational facilities, swimming pool and spa regulations, and hazardous materials. Upon successful completion of this course, a certificate of completion will be issued by the National Restaurant Association.

**HTM 280A Cooperative Education: Hospitality, Tourism, Recreation Experience** - Offers relevant field experience in hospitality industry environments in one of the following areas: tourism, recreation, customer services, culinary arts, lodging, travel. Allows exploration of career options. Department permission required.



**HTM 280B Cooperative Education: Hospitality, Tourism, Recreation Experience** – Seminar, 1 Cr. - Supplements a Cooperative Education work experience placement through feedback sessions, instruction in job-related areas, and linkages to the student's academic program. Students must have a work site and be concurrently enrolled for HTM 280A (exceptions with instructor permission). Department permission required.

**MP 111 Medical Terminology**, 4 Cr. – Covers prefixes, suffixes, root words, abbreviations, conditions, symptoms and procedure terms. Course taught by body systems. English communication skills necessary. Audit available.

**MTH 095 Intermediate Algebra**, 4 Cr. – Explores functions graphically and symbolically with an emphasis on function notation. Investigate functions, equations, and graphs involving quadratic, rational, radical, and absolute value expressions. Technology is integrated throughout. Graphing calculator required. TI-89 Titanium or Casio Classpad 330 recommended. Prerequisites: MTH 65 and placement into WR 115 or equivalent placement test scores. Audit available.

**MTH 111 College Algebra**, 5 Cr. – Explores relations and functions graphically, numerically, symbolically, and verbally. Examines exponential, logarithmic, polynomial, and rational functions. Investigates applications from a variety of perspectives. Graphing calculator required. TI-89 Titanium or Casio Classpad 330 recommended. Prerequisites: MTH 95, RD 115, and WR 115 or equivalent placement test scores. Audit available.

**MTH 112 Elementary Functions**, 5 Cr. – Investigates trigonometric functions, equations and identities. Examines right and oblique triangles, vectors, polar coordinates, parametric equations, and complex numbers. Explores topics graphically, numerically, symbolically, and verbally. Graphing calculator required. TI-89 Titanium or Casio Classpad 330 recommended. Prerequisites: MTH 111, RD 115, and WR 115 or equivalent placement test scores. Audit available.

**SPA 150 First Year Spanish**, 6 Cr. - Emphasizes active communication in Spanish. Includes listening, speaking, reading, writing, pronunciation, structure, vocabulary and culture. For beginners. Completion of SPA 150-151 is equivalent to SPA 101-102-103. Prerequisites: WR 115, RD 115, and MTH 20 or equivalent placement test scores. Audit available.

**SPA 151 First Year Spanish**, 6 Cr. – Continues the work of SPA 150. Emphasizes active communication in Spanish. Includes listening, speaking, reading, writing, pronunciation, structure, vocabulary and culture. Recommended: Completion of SPA 150 or instructor permission. Completion of SPA 150-151 is equivalent to SPA 101-102-103. Prerequisites: WR 115, RD 115, and MTH 20 or equivalent placement test scores. Audit available.

**SPA 250 Second Year Spanish**, 6 Cr. - Continues the work of first year Spanish, reviewing, expanding, and perfecting pronunciation, structure, and vocabulary for the purpose of active communication. Includes practice in reading and writing. Recommended: Completion of first year Spanish at college level or instructor permission. Completion of SPA 250-251 is equivalent to SPA 201-202-203. Prerequisites: WR 115, RD 115, and MTH 20 or equivalent placement test scores. Audit available.

**SPA 251 Second Year Spanish**, 6 Cr. – Continues to expand structure and vocabulary for the purpose of active communication. Includes practice in reading and writing. Recommended: Completion of SPA 250 or instructor permission. Completion of SPA 250-251

is equivalent to SPA 201-202-203. Prerequisites: WR 115, RD 115, and MTH 20 or equivalent placement test scores. Audit available.

**WR 121 English Composition**, 4 Cr. – Focuses on academic writing as a means of inquiry. Uses critical reading, discussion and the writing process to explore ideas, develop cultural awareness and formulate positions. Emphasizes development of a variety of strategies to present evidence in support of a thesis. Prerequisite(s): Placement into WR 121, or completion of WR 115 and RD 115. Audit available.

**WR 122 English Composition**, 4 Cr. – Continues the focus of WR 121 on academic writing as a means of inquiry with added emphasis on persuasion and argument supported by external research. Uses critical reading, discussion and the writing process to explore ideas, develop cultural awareness and formulate original positions. Emphasizes development of writing and critical thinking through logical reasoning, rhetorical control, independent research and information literacy. Prerequisite: WR 121. Audit available.

\*WR 121: Students must meet WR 121 placement test requirement prior to registration.

\*\*Sequence Courses: A grade of C or better is required before advancing to the next level of any sequence course.

*Note: Not all classes with consecutive numbers are sequence classes, i.e. Art, History.*

## Appendix 7 - Student Registration Procedures

### COMPLETE AN ADMISSIONS APPLICATION

- Student should navigate to <http://www.tbcc.cc.or.us/> and do the following:
  - Click on Admissions under “Resources & Information” on the main page.
  - Click on the Admissions Application link in item 1.
  - Choose the Current High School Student Application
  - Complete the online application and submit it electronically
  - In 2-3 business days, they will be emailed a TBCC ID number and a temporary password
  - Use the Student ID number when registering for a course

### COMPLETE A COURSE REGISTRATION FORM

- To enroll in a dual credit course the student must complete a TBCC Concurrent Enrollment Form
- They will need their Student ID number (see above)
- The dual credit instructor will supply the course section number and title
- Concurrent Enrollment forms are returned to the dual credit instructor who will return them to TBCC
- Forms must be returned to TBCC by 5:00 p.m. of the last business day before the TBCC term starts (see Appendix 11 for specific dates)

### COURSE DROP/WITHDRAWAL

- Students must submit a TBCC Registration and Change Form (for a drop) or Withdrawal Form (for a withdrawal) in order to drop or withdraw from a course in which they register
- Students have until the end of the first week of the term to Drop a course and not have it appear on their transcript
- Withdrawal from courses after the first week of the term will place a “W” on the student’s grade report and transcript
- Students have until the eighth week of the term to withdraw from a course with a grade of “W” (See Appendix 11 for specific dates)
- Students who do not drop or withdraw from a course by the published deadlines will receive the grade earned in a course

*Note: Students under the age of 16 who wish to be considered for enrollment in a TBCC course must meet underage student requirements (see page 11).*

## Appendix 8 - Accessing Student Information through myTBCC

### Updating student's personal information

- Students should go to <http://www.tbcc.cc.or.us> and click on MyTBCC on the main page under “Information & Resources,” and do the following:
  - Log in with their student ID and password
  - Click on the words Personal Info next to their name.
  - Select desired information from the tabs on the My Info screen
  - Make and save any corrections.

### Checking out student transcripts/grades:

- Students should go to <http://www.tbcc.cc.or.us/>, click on MyTBCC under “Information & Resources,” and do the following:
  - Log in with student ID and password
  - Click on the Students tab at the top of the screen.
  - Click on the Advising link under the main header.
  - Click on “My Unofficial Transcript” on the left hand side.
  - Make sure that the Division drop down reads “Undergraduate Credit”

Students can also click on “My Grade Report” on the left and view their grades for the term by selecting the appropriate term from the drop down menu.

### Requesting an official Transcript

1. Navigate to <http://www.tbcc.cc.or.us>
2. Click on “Getting Started” in the menu.
3. Click on “Academic Advising.”
4. On the right hand banner, scroll down and click on “Transcripts.”
5. Follow instructions on the page to order an official transcript.

## Appendix 9 - TBCC High School Team

<b>2014-2016 Dual Credit Administrative Contacts</b>		
<b>Division &amp; Subject</b>	<b>Liaison Contact Person</b>	<b>Contact Information</b>
Instruction	Gina Fox	(503) 842-8222, ext. 1320 <a href="mailto:ginafox@tillamookbaycc.edu">ginafox@tillamookbaycc.edu</a>
Regional CTE Coordinator	Tami Schild	(503) 842-8222, ext. 1840 <a href="mailto:TSchild@nwresd.k12.or.us">TSchild@nwresd.k12.or.us</a>
Office of Instruction	Sarah Miller	(503) 842-8222, ext. 1080 <a href="mailto:sarahmiller@tillamookbaycc.edu">sarahmiller@tillamookbaycc.edu</a>
Registrar	Michele Burton	(503) 842-8222, ext. 1110 <a href="mailto:micheleburton@tillamookbaycc.edu">micheleburton@tillamookbaycc.edu</a>
<b>2014-2016 Dual Credit Faculty Liaisons by Division &amp; Subject:</b>		
<b>Division &amp; Subject</b>	<b>Liaison Contact Person</b>	<b>Contact Information</b>
Arts and Letters	Sydney Elliott	(503) 842-8222, ext. 1825 <a href="mailto:sydneyelliott@tillamookbaycc.edu">sydneyelliott@tillamookbaycc.edu</a>
Business Administration	Tom Atchison	(503) 842-8222, ext. 1815 <a href="mailto:tomatchison@tillamookbaycc.edu">tomatchison@tillamookbaycc.edu</a>
Computer Applications	Michael Weissenfluh	(503) 842-8222, ext. 1810 <a href="mailto:michaelweissenfluh@tillamookbaycc.edu">michaelweissenfluh@tillamookbaycc.edu</a>
Social Science and Human Services	John Sandusky	(503) 842-8222, ext. 1875 <a href="mailto:johnsandusky@tillamookbaycc.edu">johnsandusky@tillamookbaycc.edu</a>
Science	Bob Pietruszka	(503) 842-8222, ext. 1805 <a href="mailto:robertpietruszka@tillamookbaycc.edu">robertpietruszka@tillamookbaycc.edu</a>
Mathematics	Geza Laszlo	(503) 842-8222, ext. 1820 <a href="mailto:gezalaszlo@tillamookbaycc.edu">gezalaszlo@tillamookbaycc.edu</a>
Other Subjects	Ann Hovey Chief Academic Officer	(503) 842-8222, ext. 1030 <a href="mailto:annhovey@tillamookbaycc.edu">annhovey@tillamookbaycc.edu</a>

## Appendix 10 - Revised Oregon Dual Credit Program Standards (2014)

<b>Curriculum</b>	
Curriculum 1 (C1)	(C1) - College or university courses administered through a Dual Credit Program are catalogued courses and approved through the regular course approval process of the sponsoring college or university. These courses have the same departmental designation, number, title, and credits as their college counterparts, and they adhere to the same course descriptions.
Curriculum 2 (C2)	(C2) - College or university courses administered through a Dual Credit Program are recorded on the official academic record for students at the sponsoring college or university.
Curriculum 3 (C3)	(C3) - College or university courses administered through a Dual Credit Program reflect the pedagogical, theoretical and philosophical orientation of the college's or university's sponsoring academic departments.
<b>Faculty</b>	
Faculty 1 (F1)	(F1) - Instructors teaching college or university courses through Dual Credit meet the academic requirements for faculty and instructors teaching in the college or university.
Faculty 2 (F2)	(F2) - The college or university provides high school instructors with training and orientation in course curriculum, assessment criteria, course philosophy, and Dual Credit administrative requirements as part of certifying the instructors to teach the college or university courses.
Faculty 3 (F3)	(F3) - Instructors teaching Dual Credit sections are part of a continuing collegial interaction through professional development, seminars, site visits, and ongoing communication with the college's or university's faculty and Dual Credit administrators. This interaction must occur at least annually and address issues such as course content, course delivery, assessment, evaluation, and professional development in the field of study.
Faculty 4 (F4)	(F4) – Dual Credit Program policies address instructor non-compliance with the college's or university's expectations for courses offered through the Dual Credit Program (for example, non-participation in Dual Credit Program training and/or activities).
<b>Student</b>	
Student 1 (S1)	(S1) - The college or university officially registers or admits Dual Credit Program students as degree-seeking, non-degree seeking, or non-matriculated students of the college or university and records courses administered through

	a Dual Credit Program on official sponsoring college or university transcripts.
Student 2 (S2)	(S2) - Colleges or universities outline specific course requirements and prerequisites for students.
Student 3 (S3)	(S3) - High school students are provided with a student guide that outlines students' rights and responsibilities as well as providing guidelines for the transfer of credit.
<b>Assessment</b>	
Assessment 1 (A1)	(A1) - Dual credit students are held to comparable standards of achievement as those expected of students in on-campus sections.
Assessment 2 (A2)	(A2) - The college or university ensures that Dual Credit Program students are held to comparable grading standards as those expected of students in on campus sections.
Assessment 3 (A3)	(A3) - Dual Credit students are assessed using comparable methods (e.g. papers, portfolios, quizzes, labs, etc.) as their on-campus counterparts.
<b>Evaluation</b>	
Evaluation 1 (E1)	(E1) - The college or university conducts an end-of-term student course evaluation for courses offered through the Dual Credit Program. The course evaluation is intended to influence program improvement rather than instructor evaluation. Names (of the instructor or students) should not be included in the evaluation report.

## Appendix 11 - Calendar of Important Dates

### REMINDER! IMPORTANT DATES

FALL 2014	
Registration Opens	August 25, 2014
First Day of Classes	September 29, 2014
Last day to Register	October 3, 2014
Last day to Withdraw	November 14, 2014
Last Day of Classes	December 13, 2014
Grades due	December 15, 2014 (5:00 pm)
WINTER 2015	
Registration Opens	November 24, 2014
Last day to Register	January 9, 2015
First Day of Classes	January 5, 2015
Last day to Withdraw	February 20, 2015
Last Day of Classes	March 21, 2015
Grades due	March 23, 2015 (5:00 pm)
SPRING 2015	
Registration Opens	February 23, 2015
First Day of Classes	March 30, 2015
Last day to Register	April 3, 2015
Last day to Withdraw	May 22, 2015
Last Day of Classes	June 12, 2015
Grades due	June 15, 2015 (5:00 pm)
FALL 2015	
Registration Opens	August 25, 2015
Last day to Register	September 20, 2015
First Day of Classes	September 23, 2015
Last day to Withdraw	November 20, 2015
Last Day of Classes	December 11, 2015
Grades due	December 14, 2015 (5:00 pm)
WINTER 2016	
Registration Opens	November 23, 2015
Last day to Register	December 31, 2015
First Day of Classes	January 4, 2016



Last day to Withdraw	February 26, 2016
Last Day of Classes	March 18, 2016
Grades due	March 21, 2016 (5:00 pm)
SPRING 2016	
Registration Opens	February 22, 2016
Last day to Register	March 25, 2016
First Day of Classes	March 28, 2016
Last day to Withdraw	May 20, 2016
Last Day of Classes	June 10, 2016
Grades due	June 13, 2016 (5:00 pm)

**NOTE: Paper registration forms must be received by the TBCC Office of Student Services by 5:00 pm on the last business day before the term starts.**