



University of
Pittsburgh | Bradford

**College in High School at the
University of Pittsburgh at Bradford**

2024-2025 Program Handbook

Revised February 2024

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Offering CHS Courses in Your High School

- A course similar to a University of Pittsburgh at Bradford course must be offered in your high school.
- School administration and faculty determine the courses they are interested in delivering. ***Courses should last the entire school year.***
- Courses are to be offered at the junior or senior level, and students enrolled for CHS credit should be juniors or seniors. Enrollment will be open to sophomores who meet one of the following criteria:
 - ✓ A student has scored proficient or higher on either the Keystone Algebra or Biology exam in the freshman year
 - ✓ If a student has claimed an ethical exemption from the Keystone Exams, that student will be eligible if that student has a GPA of 3.0 or higher and the high school principal provides a letter of support
 - ✓ If the Keystone Exams are not available during the freshman year, the special circumstances can be discussed and procedures established on an individual basis in consultation with the CHS Program Directors (a letter of recommendation from a guidance counselor, principal or superintendent).
- Teachers must have completed 18 credits in the discipline (or a closely related discipline), have a master's degree or master's equivalency, and be recommended by the high school principal in order to participate in this program.
- A University of Pittsburgh at Bradford academic chairperson, faculty liaison and CHS program directors will review the credentials of each recommended high school teacher to determine if he or she may teach in the CHS Program. In some instances, a teacher may be required to provide supplemental credential materials in order to participate in the CHS Program.
- The teacher and principal will be notified as to the decision of the respective academic department.
- The teacher must agree to incorporate the Pitt-Bradford CHS syllabus and course content.
- The teacher must agree to work with the Pitt-Bradford faculty liaison in developing an agreed upon assessment regimen and to participate in monitoring student progress.
- Once the courses and faculty for the CHS Program have been established for the school year, principals and relevant administrators will hold, as part of their school opening procedures, a **CHS Program Orientation** with all faculty members in the program.
- Books and other required materials are the responsibility of the student and/or the school district.
- Tuition is the responsibility of the student, the district, or a combination of the two.
- Registration takes place in the fall, October 15 to November 15.
- Verification of enrollment rosters takes place in February and March. ***It is very important that the rosters be examined closely by as many as possible to ensure accuracy. These original rosters will be returned to us at the end of the school year after final grades are added.***

College in the High School Teacher Responsibilities

1. At the beginning of the school year, thoroughly review all aspects of the College in the High School Program, including important registration dates and procedures, with your students.
 - Not all students in your class are required to enroll for college credits.
 - Students have until October, when the registration process begins, to decide if they wish to take the Pitt-Bradford course for credit.
2. It is the University's preference that classes chosen to be included for CHS are NOT also AP classes. If, after consideration by the University and the high school administration, it is agreed to allow this option, students must decide whether or not the class will be taken as AP or CHS, **they cannot do both.**
3. Using the required syllabus template, incorporate the course syllabus that has been established by the respective Pitt-Bradford academic program. Administer all assessment tools that have been agreed upon between you and the Pitt-Bradford liaison.
 - Contact your faculty liaison (see page 10) or Ms. Randolph if you need the course syllabus.
 - Your syllabus does not need to be exactly the same as the liaison's syllabus, but it should include the content and work expectations of the Pitt-Bradford course.
 - Ms. Randolph can provide the required syllabus template.
 - The following **must** be included:
 - ◆ Pitt-Bradford's course number and name
 - ◆ Text reflecting the course is a college in the high school course through Pitt-Bradford
 - ◆ Course description that includes language from the description in the CHS Guide
 - ◆ Course objectives
 - ◆ Chronology of assignments/assessments
 - ◆ Grading schema
 - ◆ Current academic year
 - **Submit your syllabus to Ms. Randolph by June 30 for each academic year. An updated syllabus is required each year.**
4. Grade the assignments and exams of your CHS students and assign a final **letter** grade, not a percentage, for each student.

Note: Our CHS Program is fundamentally about transitioning to the college setting. We believe the elements of chronological deadlines, course objectives and developed assessment schemas will help students understand the expectations of the university setting.

Regarding final grades: Each year a report is generated that gives grade distribution by course and across the CHS Program. The reports have shown a fairly standard distribution of grades with little grade inflation. As education professionals we are all aware of the discourse and concerns attending this issue, and we ask that you continue to utilize rigorous and discerning, yet reasonable, assessment methods.

5. Complete the CHS Program School-Based Orientation and participate in regular discussion with your liaison.

We know that once a school year begins, the demands of teaching are enormous, that any number of “issues” can arise on a daily basis, and we understand the level of focus it takes to carry out our jobs effectively. We also believe, however, that the future success of the CHS Program will depend on sound collaboration and communication between the faculty and administration at Pitt-Bradford and our faculty and administration partners in the CHS Program.

Direct Inquiries to:

**University of Pittsburgh at Bradford
College in High School Program
300 Campus Drive
Bradford, PA 16701**

Dr. James Baldwin, Program Co-Director
jl20@pitt.edu; 814-362-7602

Dr. Stephen Robar, Program Co-Director
robar@pitt.edu; 814-362-0242

Ms. Jody Randolph, Program Coordinator
jodyrandolph@pitt.edu; 814-362-5056

Application for Teaching in the University of Pittsburgh at Bradford College in High School Program

Teacher Name: _____

Home Address: _____

Home Email: _____

School Name: _____

School Address: _____

School Phone: _____ School Email: _____

Principal's Name: _____

I am applying to teach the following University of Pittsburgh at Bradford course(s):

My courses will begin in the school year of _____ -- _____.

Prospective CHS teachers **should have completed 18 credits in the discipline (or a closely related discipline) and hold a Master's degree or Master's Equivalent.**

All paperwork should be submitted by May 1 prior to the school year that you will be teaching. If you wish to start a CHS course that is not on the current list, please contact the CHS director as early as possible. New courses must match an existing Pitt-Bradford course.

Submit the following:

- A cover letter stating the number of years you have taught the subject and any experiences that demonstrate your mastery of the subject.
- Copies of your college transcripts (need not be official).
- A letter of recommendation from your high school principal.
- Signed Teacher Agreement
- If you are teaching a similar course, provide a course outline (syllabus).

COURSE DESCRIPTIONS

ACCT 0201 FINANCIAL ACCOUNTING CONCEPTS 4 cr.

This course provides the fundamentals of accounting principles and practices. It presents information on the decision-making processes to those external to the business owners, investors, potential investors, creditors, and the public at large.

BIOL 0091 CONCEPTS OF BIOLOGY 3 cr.

A survey of biological concepts providing students with a good understanding of how biology relates to everyday life.

BIOL 0108 PLANTS AND PEOPLE: INTRO TO ETHNOBOTANY 3 cr.

The value of plants to society is introduced along with a discussion of the plants as part of the natural world. The course will examine the uses of plants by many cultures, past and present, for food, timber, fuel, clothing, religious activities, and medicine, among other uses. A basic introduction to the anatomy and ecology of plants will also be covered.

BIOL 0112 HUMAN BIOLOGY 3 cr.

General principles of genetics, biochemistry, anatomy, and physiology are illustrated with reference to normal human body functions. Topics are structured to allow the student to better appreciate contemporary issues and controversies.

CHEM 0089 CONCEPTS OF CHEMISTRY 3 cr.

This course is designed for non-majors or students intending to take CHEM 0101 and CHEM 0102 who require additional preparation. The course emphasizes stoichiometry (chemical calculations), chemical equations, gas laws, elementary atomic structure and periodic properties of elements.

COMM 0101 INTRODUCTION TO HUMAN COMMUNICATION 3 cr.

An introductory survey course designed to familiarize students with the many contexts of human communication, such as interpersonal, small-group, organizational, public speaking, and media communication.

COMM 0104 PUBLIC SPEAKING 3 cr.

An introduction to the composition and delivery of informative and persuasive speeches, with attention to speech design, delivery, and organization. Practical applications of theoretical concepts focusing on public communication.

ECON 0101 ECONOMICS IN THE MODERN WORLD 3 cr.

Designed to provide the student who has had no previous exposure to economics with an introduction to current economic issues.

ENG 0101 ENGLISH COMPOSITION 1 3 cr.

The first of two required competency courses in English composition, this course focuses on the writing process and on the kinds of writing common in the academic disciplines.

ENG 0110 LITERATURE AND INTERPRETATION 3 cr.

This course is an examination of the ways in which both literary and non-literary texts create meaning and an introduction to some of the methods of literary interpretation. Beginning with literary concepts like genre, narrative,

character, and figurative language, this course considers the interaction among the reader, the writer, and the text itself, and between different texts.

ES 0110 INTRODUCTION TO ENVIRONMENTAL SCIENCE 3 cr.

This course is an interdisciplinary study that presents a general overview of how nature works and how earth and life systems, including society, are interconnected. It examines how the environment is being used and abused by humans and what individuals can do to protect and improve it for future generations and for other living things.

FR 0201 INTERMEDIATE FRENCH 3 cr.

A more advanced study of spoken and written French. Students continue to improve their proficiencies in oral aural and reading-writing skills. The textbooks consist of several works, plays or novels. Students use basic patterns of speech and review functional grammar.

GEOG 0101 WORLD REGIONAL GEOGRAPHY 3 cr.

A systematic treatment of the physical, historical, cultural, and economic processes that have shaped global landscapes. Contemporary regional problems and prospects are emphasized.

MATH 0098 COLLEGE ALGEBRA II 3 cr.

The topics covered in college algebra II are functions—linear, radical, quadratic, exponential, and logarithmic—and their graphs, rational expressions, linear and compound inequalities, rational exponents, solving systems of linear equations, and solving quadratic equations. This course does not meet the mathematics competency at the Pittsburgh campus.

MATH 0132 PRECALCULUS 4 cr.

The topics include intermediate algebra, functions and graphs, polynomial functions, rational functions, inverse functions, logarithmic and exponential functions, and trigonometry.

MATH 0133 STATISTICS 4 cr.

This is an introductory statistics course and covers methods of summarizing data, descriptive statistics, probability and probability distributions, sampling distributions, the central limit theorem, hypothesis testing, analysis of variance, and regression analysis. Mathematical derivations and formulas are stressed. Prerequisite: MATH 0098

MATH 0140 CALCULUS I 4 cr.

The first term of a three-term sequence required of all engineering, mathematics, and chemistry majors, and is the basic course leading to all advanced courses in mathematics and the natural and physical sciences. A study of the derivative, trigonometric functions, the integral, and applications of the derivative and the integral. Prerequisite: MATH 0132

MGMT 0110 PRINCIPLES OF MANAGEMENT 3 cr.

This introductory course focuses on the basic management functions in business. The emphasis is on developing leadership, teamwork, and communication skills. Topics covered include management theory, planning, organizing, leading, motivating, and controlling, as well as management ethics, change, and global perspectives.

MIS 0103 COMPUTER APPLICATIONS FOR MANAGEMENT 3 cr.

Introductory exploration of microcomputing and its application to core business functions. Topics include software operating systems, the world-wide web, spreadsheet applications, database management systems and presentation software.

PHYS 0103 CONCEPTS OF MODERN PHYSICS

3 cr.

A basic examination of essential topics, including mechanics, properties of matter, heat, sound, electricity and magnetism, light, atomic and nuclear physics, relativity, and astrophysics.

PS 0102 AMERICAN POLITICAL PROCESS

3 cr.

An introductory course focusing on American politics and government. Emphasis is on political processes and institutions on the national level, including Congress, the presidency, the Supreme Court, political parties, pressure groups and elections.

PSY 0101 INTRODUCTION TO PSYCHOLOGY

3 cr.

An introduction to psychology and its major subfields. Topics include experimental psychology; research methodology and statistics; learning; memory; brain and behavior; perception; human development; assessment techniques; personality theories; social psychology; and psychological disorders and treatment.

SPAN 0201 INTERMEDIATE SPANISH I

3 cr.

A more advanced study of spoken and written Spanish. A thorough grammar review together with selected readings and a concentration on developing conversational ability, using a broad range of topics from everyday life.

Faculty Liaison Responsibilities

1. Ensure that high school courses meet the same standards as the on-campus courses. All academic decisions concerning CHS are the responsibility of the academic department, through the faculty liaison. Faculty liaisons are selected by their respective academic division.
2. Promptly review syllabi when submitted by teachers/CHS program coordinator. Provide approval or request revisions. Syllabi must have approval by liaison before they are distributed to students.
3. Provide and annually update the course outline for the CHS website.
4. Provide examinations, quizzes, test banks, guidelines for examinations, and/or assignments as needed for the course, or determine if the preparation of some of these items may be delegated to the high school teachers.
5. Advise and support high school teachers as needed throughout the year (usually by email).
6. Review applications from prospective CHS teachers and report on them to CHS administrators within 2 weeks of receipt.

Pitt-Bradford Faculty Liaisons

Accounting	Mr. John Crawford	(814) 362-7637	e-mail: jjc109@pitt.edu
Biology 0091	Dr. Robin Choo	(814) 362-5164	e-mail: rec27@pitt.edu
Biology 0108	Dr. Mary Mulcahy	(814) 362-0259	e-mail: mnp1@pitt.edu
Biology 0112	Mr. Orin James	(814) 362-5069	e-mail: ojames@pitt.edu
Business MGMT	Dr. Amy Gresock	(814) 362-5277	e-mail: arg191@pitt.edu
Chemistry	Dr. David Soriano	(814) 362-7544	e-mail: soriano@pitt.edu
Computer/MIS	Mr. Bill Kline	(814) 362-7667	e-mail: kline@pitt.edu
Communications	Dr. Birney Young	(814) 362-7647	e-mail: bry7@pitt.edu
Economics	Dr. Shailendra Gajanan	(814) 362-7628	e-mail: sng1@pitt.edu
English Composition	Dr. Tracee Howell	(814) 362-7522	e-mail: tlh35@pitt.edu
Lit and Interpretation	Mr. Gary Tessmer	(814) 362-7685	e-mail: tessmer@pitt.edu
Environ. Science	Dr. Ovidiu Frantescu	(814) 362-5106	e-mail: odf1@pitt.edu
French	Dr. 'BioDun Ogundayo	(814) 362-5015	e-mail: ogundayo@pitt.edu
Geography	Ms. Amysue Strickland	(814) 362-5102	e-mail: astrickl@pitt.edu
Math 0098	Mrs. Hallie Ware	(814) 362-5120	e-mail: hllk16@pitt.edu
Math 0132, 0133, 0140	Dr. Marius Buliga	(814) 362-5092	e-mail: buliga@pitt.edu
Physics	Dr. Hashim Yousif	(814) 362-7603	e-mail: yousif@pitt.edu
Political Science	Dr. Stephen Robar	(814) 362-0242	e-mail: robar@pitt.edu
Psychology	Dr. Greg Page	(814) 362-7504	e-mail: glp5@pitt.edu
Spanish	Dr. Max Jensen	(814) 362-7515	e-mail: mfjensen@pitt.edu

How to Register Students for College in High School Classes

1. An application for students is provided at the end of this guide and is also available on our website at www.upb.pitt.edu/chs/. Distribute the applications to your students after you have discussed the program in detail. ***Tuition is \$125 per course.***

Important: Students may take more than one course as part of the CHS program. However, ***they may NOT take more than four courses (typically 12 credits).***

Only one application for each student should be submitted.

2. Students must identify to whom they are submitting the completed application. **The teacher for each course students wish to enroll in for CHS credit must initial the application to confirm permission. In addition, the student and a parent must also sign the application.**
3. Once all of the completed applications are collected, verify they have been filled out properly and that required initials and signatures have been obtained. ***Send all applications sorted in alphabetical order by last names in one packet with the required spreadsheet also sorted in alphabetical order by last names of students. Email the spreadsheet to Jody Randolph.***

Required Spreadsheet

LAST NAME	FIRST NAME	GRAD YR	COURSE #	COURSE TITLE	TEACHER	AMOUNT PD	CK# /NAME ON CK (UPB USE)	EMPLID (UPB USE)
Doe	Jane	2019	ENG 0101	English Composition	Mrs. Smith			
			MATH 0132	Precalculus	Mr. Jones	\$250		
Smith	John	2020	MATH 0098	College Algebra II	Ms. White	\$125		

Note: The registration deadline for the high school is set by school administration, but may not be later than November 15, 2024, when applications are due to Pitt-Bradford.

4. To finalize student registration for a CHS course(s), include the following:
 - Application with all signatures
 - A check or money order with student's name written on the memo line and made payable to the University of Pittsburgh at Bradford (***Payments should not be collected earlier than two weeks prior to mailing the packet to Pitt-Bradford.***)

Mail completed material for all students in one packet to:

Ms. Jody Randolph
 College in High School Program Coordinator
 University of Pittsburgh at Bradford
 300 Campus Drive
 Bradford, PA 16701

General Policies and Procedures

Registration Period: October 15, 2024 – November 15, 2025

The period from September to November allows students a chance to adjust to the course and to determine whether or not to participate in the CHS Program. Students *may* take the course for high school credit only and *not* participate in the CHS Program, *or* they can register for college credits.

No registrations will be processed *before October 15, 2024*, and no registrations will be processed *after November 15, 2024*. *For special circumstances where enrollment may be needed after the deadline, a high school administrator must contact Jody Randolph.*

Deadline to Withdraw from a Course: March 7, 2025

- Tuition will not be refunded if a student withdraws from a course.
- Students may not withdraw after the final exam is given.
- Students must receive permission from teachers and parents to withdraw from a course.
- If a student chooses to withdraw, the teacher must notify the CHS Office as soon as possible. A withdrawal form will be provided; otherwise, the student will remain registered for the course and the grade earned will be recorded on the college transcript.

By the time students register for a CHS course, they have been in the high school class since the beginning of the school year which is plenty of time to decide whether to enroll for college credit or not. Therefore, if a student wishes to withdraw, a refund will not be issued. For special circumstances, please contact Ms. Jody Randolph.

Grades

The school district's grading scale can be used. *A letter grade, not a percentage*, for each student will be determined by the high school teacher based on the performance on agreed to exams and assignments. *We strongly recommend that quarterly or final assessment exams (or portfolios) feature prominently in the overall assessment regimen.*

The grade earned in the course will become part of the student's official University of Pittsburgh academic record and figured into the cumulative grade point average if the student enrolls at the University after high school.

It is important to verify all of your grade rosters before you submit them. Once grade rosters have been submitted to Pitt-Bradford, no additions or changes will be made pertaining to student records.

Repeating a Course

It is possible, in some cases, for a student to repeat a course. If a student is still in high school, he or she must complete a new registration form, pay the tuition and take the course again. If the student enters the University of Pittsburgh, he or she may repeat the course *unless* a C or better was earned the first time. Both grades would appear on the student's transcript, but only the second grade affects the grade point average. Students do not receive double credit for the course.

Academic Integrity

The University of Pittsburgh at Bradford takes academic integrity seriously. These obligations are probably no different from what is expected on your campus but note that the university can dismiss a student from a class without refunding tuition. Each student has an obligation to exhibit honesty and to respect ethical standards in carrying out academic assignments. Without limiting the application of this principle, a student may have violated this obligation if he or she:

1. Refers during an academic evaluation to materials or sources, or employs devices, not authorized by the instructor.
2. Provides assistance during an academic evaluation to another person in a manner not authorized by the instructor.
3. Receives assistance during an academic evaluation from another person in a manner not authorized by the instructor.
4. Engages in unauthorized possession, buying, selling, obtaining, or using of any materials intended to be used as an instrument of academic evaluation in advance of its administration.
5. Practices any form of deceit in an academic evaluation proceeding.
6. Presents as one's own, for academic evaluation, the ideas, representations, or words of another person or persons without customary and proper acknowledgment of sources.
7. Submits the work of another person in a manner that represents the work to be one's own.
8. Indulges, during a class (or examination) session in which one is a student, in conduct that is so disruptive as to infringe upon the rights of the instructor or fellow students.

Transferring Credit to a College or University

Students invest effort, time and money in these University of Pittsburgh at Bradford courses. Therefore, the transferability of credits is of prime consideration to the students and parents. In order to transfer credits, students must first request an official transcript from the University of Pittsburgh at Bradford: <https://www.upb.pitt.edu/administrative-offices/enrollment-services>. The ultimate decision to accept dual enrollment credits is up to the institution where the student has applied.

Please keep this information in mind when seeking to transfer credits:

1. The CHS course is a University of Pittsburgh credit-bearing course. Your transcript reflects the course name, grade and credits earned.
2. Course summaries can be found on the University of Pittsburgh at Bradford Course Catalog: <http://catalog.upb.pitt.edu/>. Other institutions may/will require this.
3. A student's status while taking the CHS course is, "part-time, non-matriculated student at the University of Pittsburgh at Bradford."
4. In most cases, credits earned through our College in High School Program are accepted at other universities. However, students should contact any universities they hope to attend to inquire whether or not the credits will transfer.

Student Application for College in High School

2024-2025 Academic Year

Social Security Number

- -

Last Name

First Name

Mid. Initial

Permanent Address

City

State

Zip

Telephone Number

()

-

Home

Mobile

Permanent Email Address

Name of High School

Expected Grad. Date

-

Month - Year

Have you ever applied to any University of Pittsburgh campus before (including the College in High School program)? Yes No

DEMOGRAPHIC INFORMATION: The demographic information collected on this side of the form is designed to provide the institution with ethnic, sex, disability and citizenship data on all applicants. The data are used by the University to respond to the requests of governmental agencies for aggregated summary information that must be provided by law. This information will not be used by the University in making admission decisions, nor will the information on individual students be released outside the University without the written permission of the student.

Date of Birth

- - 20

Sex at Birth:

Male Female

US Citizen

Yes No

Ethnicity:

Please indicate the group that best describes you.

Are you Latino/Hispanic? Yes No

Please also check all that apply:

Black/African American American Indian or Alaska Native Asian Native Hawaiian or Pacific Islander
 White

Residency

Are you a resident of Pennsylvania?

Yes (more than one year) Yes (less than one year) No

Is your father/guardian a resident of PA?

Yes (more than one year) Yes (less than one year) No

Is your mother/guardian a resident of PA?

Yes (more than one year) Yes (less than one year) No

Person You Are **Submitting** Your Completed Application To: _____

Please indicate the course(s) in which you are registering, the name of the teacher(s), and obtain initials from each teacher. **Please use Pitt-Bradford course numbers and names.** Your teacher has this information.

Course#1: _____ Teacher: _____ Teacher's Initial: _____

Course#2: _____ Teacher: _____ Teacher's Initial: _____

Course#3: _____ Teacher: _____ Teacher's Initial: _____

Course#4: _____ Teacher: _____ Teacher's Initial: _____

****Students may NOT enroll in more than four courses.***

My son/daughter has my permission to enroll in the College in High School (CHS) course(s) indicated above for the **2024-2025** school year. I understand that the regular tuition for each course is **\$125.00** per course. The tuition is non-refundable. I also understand that without a check or money order, my child cannot be registered for College in High School. Students will receive University of Pittsburgh credit, which is transferable to other universities, depending upon their transfer policies. Grades earned in CHS courses are factored into the cumulative GPA at the University of Pittsburgh.

Students may order a copy of their official Pitt transcript once the final grades are received from your high school and posted to your Pitt record. Please use the link provided for online ordering. There is a small fee for this service. <https://www.parchment.com/u/registration/34165/institution>

Tuition Remittance and Application Completion:

Tuition Amount: **\$125.00** # of Courses: _____ Total Tuition: _____

Make check or money order payable to the University of Pittsburgh at Bradford unless told otherwise by your school.

Signature of Parent

Date

Signature of Applicant

Date

Signature of Person Collecting Your Application

Date

(Students are to fill out and submit only one application.)

Please visit <https://www.upb.pitt.edu/community/college-high-school> for more details about the College in High School program.