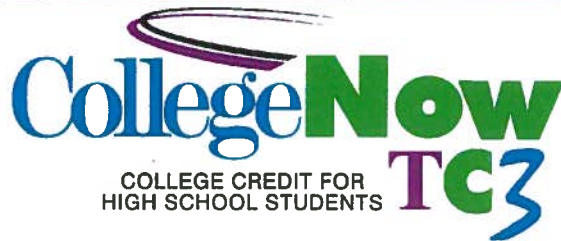


# TC3 Early College Program



## What:

Selected high school students attend TC3 during their senior year of high school, enabling them to:

- ◆ Complete the credits needed for a high school diploma through courses taken at TC3.
- ◆ Earn college credits toward a TC3 Associates Degree or Certificate, or to be transferred to another institution.
- ◆ Strengthen skills and knowledge applicable to higher education and employment.

## Who:

Seniors on target to graduate, but who would benefit from courses on a college campus, including:

- ◆ Students who may have exhausted course options at their school and are looking to augment their education, explore areas of interest, & challenge themselves.
- ◆ Students with the skills and maturity for college work, who might flourish in a less restrictive, more challenging, and more flexible environment.
- ◆ Students wishing to fulfill math and science pre-requisites for STEM fields.

## Academic Support:

A mentor on-site at TC3, dedicated solely to this program will:

- ◆ Meet regularly with students, provide academic counseling and support, including instruction/coaching in college success strategies.
- ◆ Monitor student progress in TC3 classes.
- ◆ Communicate regularly with high school partners.
- ◆ Maintain contact with each student's home high school, report attendance, etc.

## Additional Information

- ◆ Students are required to take placement tests at TC3 to determine eligibility for college-level courses.
- ◆ Transportation options should be discussed with your school district.
- ◆ Talk with your school counselor in your junior year if you are interested in signing up.

## Cost:

- ◆ There is no tuition charge to students. The partnering institutions will share the costs associated with the program.
- ◆ Required TC3 fees and the cost of textbooks may be handled differently by each participating school district. Check with your high school about these.



**Tompkins Cortland Community College**

**Early College  
Articulation Agreement  
2014 – 2015 Academic Year**

Tompkins Cortland Community College and «School» mutually seek to build upon past experiences of students and eliminate unnecessary duplication of instruction. The above institutions subscribe to the following memorandum.

**A. Tompkins Cortland Community College agrees:**

1. To provide, at no cost to the students in the Early College program, registration in any course offered by the College on our main campus, extension center, or online, for which the students are qualified.
2. To provide placement testing and advisement as to appropriate courses based on high school graduation requirements, as well as the career and college major interests of the students.
3. To provide, for students in the program, a college transcript upon request.
4. To provide regular updates on student progress to the district designee for purposes of attendance reporting, appropriateness of courses for high school credit, and ensuring on-time graduation of said student.
5. To provide the Early College Advisor with office space, a computer, printing and copying privileges, and access to Early College student records, as appropriate.

**B. «School» agrees to the following:**

1. Instruction will be conducted at Tompkins Cortland Community College.
2. To select students for the Early College program based upon guidelines set forth by the College.
3. To provide a current high school transcript and list of graduation requirements for all students being recommended for the Early College program.
4. To provide/obtain all required documents to secure a valid Certificate of Residence once a year or at the time a previously issued Certificate of Residence becomes invalid.
5. To set forth a district policy as to how transportation, College fees, books, and other course materials will be handled.
6. To provide high school credit for College courses passed by the students as per NYSED regulations and high school graduation requirements.
7. Students in the Early College program will follow the College academic calendar, as well as attend any additional meetings required by the Early College Advisor.
8. Applicable academic policies and regulations, as stipulated in the current College catalog, shall apply to students participating in this program.

**C. The parties agree that Tompkins Cortland Community College's program cost due is based on the amount of credit hours generated for all courses and support provided by the Early College Advisor. «School» is responsible for paying program cost upon receipt of invoice.**

**D. «School» agrees to indemnify and hold harmless Tompkins Cortland Community College, its trustees, sponsoring municipalities, agents, officers and employees from and with respect to any and all claims, causes of action, liability, loss, damages, claims, costs or expenses (including attorneys fees and disbursements) sustained, incurred by or asserted against Tompkins Cortland Community College or its trustees, sponsoring municipalities, agents, officers or employees arising out of, resulting from or concerning any acts or omissions to act by [School] or any employee or agent thereof in connection with the performance by «School» of its duties and/or responsibilities under this Agreement.**

This agreement can be withdrawn by either party with one college semester's prior notice.

\_\_\_\_\_  
High School Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tompkins Cortland Community College Provost

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tompkins Cortland Community College President

\_\_\_\_\_  
Date

DRAFT

## Appendices

### **Early College Mentor Tasks**

#### **College Success**

- Teach study, note-taking, test-taking, time management skills
- Assist with reading and writing as needed (content-area focused)
- Instill self-advocacy skills
  - locating and using resources on campus/in community/online
  - problem solving and conflict resolution
  - understanding needs and skills and seeking help
- Support social integration into campus community (student activities/clubs)
- Focus on strengths development using StrengthsQuest
- Aid college selection and application process, including choosing a major (career exploration, interest inventories); could involve field trips and use of Career, Counseling, and Transfer Services office (CCTS)
- Address job search skills, as necessary, including interview and resume techniques. Booklets and help available from CCTS
- Arrange for financial aid assistance from our Enrollment Services staff
- Work with TC3's Student Success office as needed

#### **Program Management**

- Meet with interested students to explain program, administer placement tests, and register for courses
- Talk with school counselors about communication methods, attendance, schedules, and graduation requirements
- Contact TC3 instructors to discuss communication methods, course expectations, assignments and test dates
- Meet with Early College students on a regular basis
- Maintain student and program records, including handling confidential information as per FERPA guidelines
- Disseminate information to counselors, principals, and superintendents about program and student progress
- Prepare an annual summary report for the College and district participants
- Work with College Relations and districts to promote the program, as appropriate, in the community, press, websites, and social media
- Schedule and facilitate advisory board meetings, as needed



The **TC3 Early College Program** offers a rigorous academic program to qualifying high school students. Students who attend must have a strong work ethic and motivation that will contribute to a successful college experience. A student enrolled in the TC3 Early College Program will receive free college tuition for up to one year. Responsibility for transportation, textbooks, and fees is determined by individual school districts.

*In agreeing to participate in this program, the student accepts additional expectations and requirements (below) beyond those that apply to students not participating in this program.*

**Students must fulfill all program requirements including-**

- Meet with the Early College Program Advisor on a regular basis to report attendance and discuss course performance, concerns, goals, career plans, schedule, etc.; this includes any additional meetings the Advisor schedules to promote student success, including, but not limited to, workshops and informational sessions. Register for and take a minimum of 12 credit hours each semester of the senior year. These courses will be selected in consultation with the Early College Program Advisor and the high school. The school district determines which courses may satisfy high school graduation requirements. When possible, courses will be aligned with a college major or career of interest to the student.
- Remain in “good academic standing”. Earn at least a “C” in courses intended for transfer or college major. Any developmental courses must be passed with a “C” or better. High schools may set different grade requirements for granting high school credit.
- Seek out college services, such as tutoring and advisement for classes, as needed or assigned.
- Follow TC3’s academic calendar, including breaks and drop/withdrawal deadlines.
- Meet attendance policy set forth by instructors. It is the student’s responsibility to contact faculty, in advance when possible, and make up any missed work.
- Complete and return all work assigned by due dates.
- Have Campus ID at all times while on the TC3 campus.
- Check TC3 email account regularly. Use this account to contact TC3 faculty and staff.
- Purchase textbooks and/or pay college and course fees, as determined by school district.
- Be prepared with books, materials, and supplies. Return any textbooks provided by the Early College Program upon completion of the course. If textbooks or course materials are lost, replacement is the student’s responsibility.
- Review and adhere to the guidelines and policies outlined in the “Student Rights and Responsibilities” sections of the TC3 Catalog and Student Planner.
- Be respectful. Exhibit appropriate behavior at all times on campus and when being transported to/from campus.

*I understand that failure to adhere to these policies and to maintain sufficient academic progress towards a high school diploma may result in my removal from the Early College Program.*

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

August 1, 2008

**NEW – ANTICIPATED  
VACANCY NOTICE**

**Please Post/Job #541**

**TITLE:            INSTRUCTIONAL SUPPORT SPECIALIST            Certified Position**  
**10-Month, 50% Position (.5 FTE)            Affiliation: Non-Affiliated**  
**Adult & Alternative Education (Early College Program)            Location: TC3**

- DUTIES:**
- o Work with students and high school counselors to design an individual course of study for each student in the program.
  - o Monitor student progress at TC3, including maintaining contact with TC3 faculty, participating high schools, and parents.
  - o Hold individual meetings with each student at least once per week.
  - o Teach an Academic Success course one period per day
  - o Report student daily attendance.
  - o Communicate with high school guidance counselors to ensure that student takes all required NYS assessments
  - o Provide some tutoring assistance, and work closely with TC3's Baker Center.
  - o Plan college and career development activities for the students as appropriate
  - o Communicate with school district administrators, teachers, parents and students in an effort to increase student enrollment in the program in subsequent years
  - o Collaborate with schools to refine and develop the program (for example, by developing a set of criteria for accepting students into the program)
  - o Other duties as assigned

**QUALIFICATIONS:** Must possess NYS Certification as a teacher or counselor. Excellent communication skills and ability to work and communicate with a diverse audience of students, parents, and public school educators required. Experience teaching study skills and/or working individually with students to improve study habits and knowledge of NYS graduation requirements preferred.

**START DATE:**            August 22, 2008.

**SALARY RANGE:**        \$25,000 - \$27,000 (50% position -salary range). Excellent benefits are available.

**CONTACT PERSON:**    For further information, please contact Heather Sheridan-Thomas at 257-1551 x203, by **AUGUST 13, 2008.**  
**(Please send Letter of Interest, Application, Resume, NYS Certification(s) and Transcripts.)**

Please direct questions about employment opportunities to:  
Email: [hr@tstboces.org](mailto:hr@tstboces.org) or visit our Web Site: [www.tstboces.org](http://www.tstboces.org)  
**Human Resources, TST - BOCES, 555 Warren Road, Ithaca, N.Y. 14850**  
**Phone (607) 257-1551 or Fax (607) 257-2825**

Attach appropriate application to all resumes/vitae, list job number and name of position.

Tompkins-Seneca-Tioga BOCES shall not discriminate against any person in hiring practices; or in terms, conditions, or benefits of employment; or in classroom experience because of race, creed, religion, gender, national origin, age, disability, political affiliation, marital status, or sexual orientation.

Inquiries concerning this policy may be referred to the Director of Administrative Services, Tompkins-Seneca-Tioga BOCES, Educational Services Building, 555 Warren Road, Ithaca, NY 14850, (607) 257-1551.

**Minorities are encouraged to apply.**



## **Breakdown of Early College Program Costs**

### **Tuition 2014-2015 (estimated)**

**New York State Full-time Resident Tuition: \$4,475/year**

### **Fees 2014-2015 (estimated)**

**Activity Fee: \$145/semester**

**Health Center Fee: \$50/semester**

**ID Card: \$12/semester**

**Technology Fee: \$20/credit hour**

**Total Tuition + Fees, per student: \$5369/year**

---

### **Early College Advisor (BOCES employee)**

**Teacher Salary (base/average): \$41,860/56,621**

**Total, including fringe: \$65,000-80,000**

**SUNY High Needs Grant contribution in 2014-2015: \$65,000**

**Cost to Districts (through CoSER):**

**\$0-15,000 in 2014-15, then \$65,000-80,000 subsequent years**

---

**Number of Students supported = (EC Advisor salary + fringe) / (TC3 tuition + fees):**

**12-15 students**

