



**POLICIES AND PROCEDURES 2008-2009**

Revised September 10, 2008

Project EXCEL is a partnership program between participating high schools and Vincennes University through which high school students may enroll in college-level courses prior to graduation. Through Project EXCEL, credentialed high school faculty members are approved to teach Vincennes University courses during the regular high school schedule. The course materials, assignments and grading standards used in the courses must meet the same standards as those courses taught on the Vincennes University campus. The policies and procedures contained herein have been established and adopted to ensure consistent quality throughout the program. Vincennes University's Project EXCEL program is accredited by the National Alliance of Concurrent Enrollment Partnerships (NACEP).

### **SECTION I. Student Eligibility for Enrollment in Project EXCEL Courses**

1. Students must have a junior or senior level standing or be approved by Project EXCEL director in order to enroll in Project EXCEL courses.
2. Students must meet all prerequisite requirements established for enrollment in the Project EXCEL course(s) and must have on record with their high school guidance counselor PSAT, SAT, ACT, and/or Accuplacer scores verifying their academic preparation for the course(s) in which they plan to enroll prior to the beginning of the semester in which the course is offered. Please see the attached course listing for specific PSAT/SAT/ACT/Accuplacer minimums for Project EXCEL enrollment.
3. The maximum number of Vincennes University course credit hours any student will be permitted to earn in Project EXCEL courses in any semester is twelve (12) unless approved by the appropriate Vincennes University Project EXCEL coordinator.

### **SECTION II. Enrollment Costs for Project EXCEL Courses**

#### *Indiana High Schools*

1. There will be an administrative charge of \$25 per credit hour for each course enrollment offered in an Indiana high school.
2. In compliance with HEA 1347 Section 6 (c), Indiana students who are eligible for free or reduced lunch will have their administrative fee waived. In order to receive this benefit, however, schools must submit the completed Application For Free or Reduced Price Meals and Other Benefits form (school form number 521) and PL 185 Fee Remission Information Waiver/Authorization each semester to verify the student's edibility.
3. Schools will be responsible for obtaining textbooks and other materials required for the course(s).

#### *Illinois High Schools located in Crawford, Lawrence, Richland, and Wabash Counties*

1. There will be an administrative charge of \$50 per credit hour for each course enrollment
2. Each class must have a minimum of 8 students enrolled for VU credit.
3. Schools will be responsible for obtaining textbooks and other materials required for the course(s).

### **SECTION III. Project EXCEL Faculty Qualifications and Responsibilities**

1. Faculty credentials must meet standards as established by the Higher Learning Commission of the North Central Association for teaching at the associate degree college level. For most academic subject areas, the high school faculty member should have a master's degree in the subject area of the teaching assignment or a master's degree in education with 18 or more graduate hours in the subject area of the teaching assignment. Teaching credentials for career/technical areas vary by department and course, but usually require an associate degree

and/or occupational experience. Faculty who have completed the majority of the required graduate hours in their teaching area and who have an educational plan indicating their schedule for completion of the required hours may be considered for participation.

2. College transcripts and current resumes must be submitted for each high school faculty member to begin the approval process. Project EXCEL faculty appointments must be approved by the Project EXCEL Director and the appropriate Vincennes University department chair, division dean, and Provost.
3. Faculty members appointed to teach a Project EXCEL course must submit a course outline and syllabus that demonstrates the course will meet the course content, assignments, and grading standards established for the corresponding Vincennes University course to the designated VU faculty member/Project EXCEL mentor. Copies of lessons plans, tests/quizzes, and final student grades may also be required by the VU mentor/department.
4. The approved high school faculty member must participate in an initial orientation session before teaching a Project EXCEL courses. Other requirements include a minimum of one (1) annual training/professional development session conducted on the VU campus, site visits conducted by the VU mentor at the high school, and periodically scheduled meetings with the VU mentor.

**SECTION IV. Compensation for Project EXCEL Faculty**

1. Approved Project EXCEL faculty will receive a coordination stipend based upon all sections of the Project EXCEL courses being taught in any given semester according to the following schedule:

1-5 Students	\$ 175	36-45 Students	\$ 750
6-10 Students	\$ 250	46-55 Students	\$ 875
11-15 Students	\$ 325	56-65 Students	\$1,050
16-20 Students	\$ 400	66-75 Students	\$1,200
21-25 Students	\$ 475	76 + Students	\$150 for each
26-30 Students	\$ 550		add'l 10
31-35 Students	\$ 625		students

2. If faculty are not permitted to receive compensation for this activity, payment will be made to the school corporation. Stipends paid to the school corporation are encouraged to be utilized for student scholarships as determined by the school corporation.

**SECTION V. Project EXCEL Faculty Mentor Qualifications and Responsibilities**

1. All courses offered through Project EXCEL must have a VU faculty mentor.
2. Faculty mentors will be Vincennes University faculty members who represent the respective departments that offer the college equivalent to the Project EXCEL courses and who agree to serve as mentors according to the policies and procedures contained herein.
3. Faculty mentors will provide Project EXCEL faculty members information concerning course content, classroom activities, student evaluations, teaching methodologies and other topics related to maintaining the academic integrity of the Project EXCEL courses. The final decision as to whether the academic content of the Project EXCEL course meets University standards is the responsibility of the mentor.
4. Faculty mentors will be available to respond to questions from Project EXCEL faculty and will provide recommendations for solutions to problems throughout the semester as needed. The faculty mentors will provide information regarding their office hours to Project EXCEL faculty so that communication may be accomplished in a timely manner.

5. Faculty mentors will plan and conduct an orientation session for each first-time assigned Project EXCEL faculty member to be held on a Vincennes University campus (or site) for the purpose of providing information relative to institutional philosophy, course objectives and content.
6. Faculty mentors will conduct an annual professional development session for each continuing assigned Project EXCEL faculty member for the purpose of providing information regarding curriculum changes, textbook changes, new technologies being used in the corresponding Vincennes University courses, and other policies and procedures that may affect the delivery of the Project EXCEL course.
7. Faculty mentors will work with assigned Project EXCEL faculty members to identify approved textbooks for each Project EXCEL course.
8. Faculty mentors will conduct at least one site visit during each academic year to the corresponding participating high school(s). The purpose of this site visit will be to meet with the Project EXCEL faculty member and students and, if possible, with the guidance director, principal or other school official to answer questions and provide information regarding the Project EXCEL program. In addition, the mentor may discuss with students who express an interest in continuing enrollment at Vincennes University the opportunities and services available to them.
9. Faculty mentors will provide recommendations to Project EXCEL faculty members regarding professional development activities and opportunities, as may be appropriate.
10. Faculty mentors will participate in the on-going evaluation of the Project EXCEL program including its administration, policies and procedures, and student learning outcomes.
11. The faculty mentors will make travel arrangements for site visits to participating high schools through the designated office at Vincennes University, which has budget authority, in accordance with established University travel regulations.
12. Faculty mentors may be asked by any coordinating campus of Vincennes University to mentor faculty at participating high schools. The coordinating campus will compensate the mentor and will pay travel expenses for the required site visit(s). If the course being mentored by an individual faculty member is offered by more than one Vincennes University campus, then the compensation for the mentor will be divided proportionately between the campuses and will be based upon the number of participating schools.

#### **SECTION VI. Curriculum Requirements for Project EXCEL Courses**

1. The course content, assignments and grading standards for Project EXCEL courses must meet the standards established for the corresponding Vincennes University courses.
2. Project EXCEL courses will be delivered using a college-level textbook approved by the appropriate Vincennes University mentor and/or department chair.
3. Course requirements as established by the participating high schools may exceed the requirements for the corresponding Vincennes University course(s).

#### **SECTION VII. Accreditation**

Vincennes University's Project EXCEL program earned accreditation by the National Alliance of Concurrent Enrollment Partnerships (NACEP) in 2005. This accreditation indicates that Vincennes University's Project EXCEL program meets or exceeds the national standards established by NACEP for concurrent enrollment/dual credit programs.

## Project EXCEL Placement Chart

Revised 9/10/08

COURSE NUMBER	COURSE NAME	ACT R	ACT E	SAT CR	SAT W	ACCU R	ACCU SS	ACCU AR	ACCU EA	ACCU CLM	Other
ACCT 100	Basic College Accounting										
AGBS 101	Agribusiness Industries										
ARCH 102	Architectural Drafting & Print Reading										
ARCH 110	Fundamentals of Architectural Drawing										
ARTT 104	Design in Materials										
<b>ARTT 110*</b>	<b>Art Appreciation</b>	17	16	380	380	59	80				
AUTO 105	Transportation Fundamentals										
AUTO 110	Transportation Electrical										Corequisite AUTO 110L
AUTO 110L	Transportation Electrical Lab										Corequisite AUTO 110
BCST 120	Beginning Radio Production	17	16	380	380	59	80	35+			
BCST 140	Beginning Television Production	17	16	380	380	59	80	35+			
BODY 100	Body Repair I										Corequisite BODY 100L
BODY 100L	Body Repair I Lab										Corequisite BODY 100
<b>CHEM 105*</b>	<b>General Chemistry I</b>	21		420		89	80		74+		Prerequisite SAT CR score of 420 or greater, or appropriate placement test scores; <b>and</b> successful completion of MATH 101, or a CPTS EA score of 74 or greater. Corequisite CHEM 105L
<b>CHEM 105L*</b>	<b>General Chemistry I Lab</b>	21		420		89	80		74+		Corequisite CHEM 105
CNST 100	Construction Seminar										
CNST 120	Construction Safety										
CNST 155	Electrical Wiring										
CNST 155L	Electrical Wiring Laboratory										
COMP 101	Using the Windows Environment										
COMP 107	Web Page Design										
<b>COMP 110*</b>	<b>Intro. to Computer Concepts</b>										
COMP 111	Using the Internet										Previous microcomputer course work is recommended
COMP 113	Advanced Web Page Design										Successful completion of COMP 107
COMP 175	Principles of Program Design and QuickBasic										
COMP 176	Introduction to Visual Programming										
COMP 203	Visual C++										Prerequisite COMP 176.
COMP 252	Introduction to Java Programming										Prerequisite COMP 176.

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COSM 100	Cosmetology I	17		380		59	80	35+			
COSM 150	Cosmetology II										Prerequisite COSM 100
COSM 200	Cosmetology III										Prerequisite COSM 150
COSM 250	Cosmetology IV										Prerequisite COSM 200
CPNS 101	LAN Basics and OSI Model										
CPNS 102	WAN Basics and Routers										Completion of CPNS 101 with C or better
CPNS 103	VLANs and Network Mgmt.										Completion of CPNS 102 with C or better
CPNS 104	WAN Design and Protocols										Completion of CPNS 103 with C or better
CULN 110	Quantity Food Production										
CWEB 151	Introduction To Web Graphics and Tools										
DESL 101	Equipment Maintenance and Use for the Non-Technician										
DESL 130	Diesel Engine Systems										Corequisite DESL 130L
DESL 130L	Diesel Engine Systems Lab										Corequisite DESL 130
DRAF 101	Introduction to Drafting										
DRAF 120	Computers for Technology										
DRAF 140	Introduction to CAD										
<b>ECON 100*</b>	<b>Elements of Economics</b>										
<b>ECON 201*</b>	<b>Microeconomics</b>	21		420		89		35+			
<b>ECON 202*</b>	<b>Macroeconomics</b>	21		420		89		35+			Recommended: Completion of ECON 201
ELEC 100	Basic Electricity & Electronics										
ELEC 110	Basic Component & Circuit Analysis	17	16	380	380	59	80	35+			
ELEC 130	Digital Logic I	17	16	380	380	59	80	35+			Successful completion of or concurrent enrollment in ELEC 100 or ELEC 110
EMTB 212	Emergency Medical Technician – Basic										Current American Heart Assoc. Healthcare Provider CPR certification or an American Red Cross Professional Rescuer CPR certification.
<b>ENGL 101*</b>	<b>English Composition I</b>	21	16	420	380	89	80				
<b>ENGL 102*</b>	<b>English Composition II</b>										Must have C or better in ENGL 101
ENTR 121	Creating Small Businesses										
<b>ERTH 100*</b>	<b>Earth Science</b>	21	16	420	380	89	80	35+			
FIRE 100	Intro. to the Fire Service										
FIRE 101	Fire Protection Systems, Prevention and Education										
FIRE 102	Bldg. Plans, Fire Codes & Const.										

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FREN 201*	French Level III										Appropriate placement on departmental exam
FREN 203*	French Level IV										Prerequisite FREN 201
GRMN 201	German Level III										Appropriate placement on departmental exam
GRMN 203	German Level IV										Prerequisite GRMN 201
HIMT 110*	Med. Term.-Allied Health	21	16	420	380	89	80	35+			
HIST 139*	American History I	17	16	380	380	59	80				
HIST 140*	American History II	17	16	380	380	59	80				
HOTL 241	Hospitality Customer Services										Corequisite HOTL 242
HOTL 242	Dining Room Management										Corequisite HOTL 241
LAWE 100*	Survey Of Criminal Justice										
LAWE 106	Intro. to Traffic Control										
LAWE 160	Criminal Investigation										
LAWE 225	Intro. to Forensic Science										
LFSC 100*	Human Biology	21	16	420	380	89	80	35+			
LFSC 101*	Plant and Animal Biology	21	16	420	380	89	80	35+			
LFSC 107	Essentials of Anatomy & Physiology	21	16	420	380	89	80		40+		Corequisite LFSC 107L
LFSC 107L	Essentials of Anatomy & Physiology Lab	21	16	420	380	89	80		40+		Corequisite LFSC 107
LFSC 111	Anatomy & Physiology I	21	16	420	380	89	80		40+		Corequisite LFSC 111L; high school biology or chemistry is strongly recommended.
LFSC 111L	Anatomy & Physiology I Lab	21	16	420	380	89	80		40+		Corequisite LFSC 111
LFSC 112	Anatomy & Physiology II	21	16	420	380	89	80		40+		LFSC 111 with a grade of C or better, Corequisite: LFSC 112L
LFSC 112L	Anatomy & Physiology II Lab	21	16	420	380	89	80		40+		Corequisite LFSC 112
LITR 100*	Introduction to Literature	21	16	420	380	89	80				
MATH 101	Intermediate Algebra								53+		
MATH 102*	College Algebra								74+		C or better in MATH 101
MATH 104*	Trigonometry									55+	C or better grade in MATH 102 or may be taken concurrently with MATH 102
MATH 110	Statistics									55+	C or better grade in MATH 102
MATH 111*	Finite Mathematics								74+		C or better in MATH 101
MATH 115*	Survey of Calculus I									55+	MATH 102 or MATH 111 with C or better or a CLM score of 55 or greater
MATH 118*	Calculus/Analytic Geom. I									55+	MATH 102 and MATH 104 with a C or better in both courses or a CLM score of 55 or greater.

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<b>MATH 119*</b>	<b>Calculus/Analytic Geom. II</b>										MATH 118 with a C or better grade
MATT 109	Business Mathematics							35+			
MCOM 102	Audio/Video Production for Non-Broadcasting										
<b>MGMT 100*</b>	<b>Introduction to Business</b>										
MTTD 105	Metallurgy & Industrial Blueprint Reading										
MTTD 135	Manufacturing Processes										Students must also take MTTD 135L
MTTD 135L	Manufacturing Processes Lab										Taken concurrently with MTTD 135
OADM 150	Keyboarding II										
OADM 155	Records Management										
OADM 161	Word Processing										
OADM 170	Medical Terminology										
OADM 219	Medical Transcription I										OADM 161 & 170
OADM 220	Medical Transcription II										OADM 219
OADM 225	Medical Insurance Coding										
OADM 230	Medical Insurance Billing										OADM 225
OADM 232	Presentation Software										
OADM 233	Spreadsheets										Previous computer experience is helpful
OADM 234	Databases										Previous computer experience is helpful
OADM 261	Integrated Business Software										
OADM 266	Professional Business Image										
<b>PHYS 105*</b>	<b>General Physics I</b>								74+		High school trigonometry with a C or better
<b>PHYS 105L*</b>	<b>General Physics I Lab</b>								74+		Corequisite PHYS 105
<b>POLS 111*</b>	<b>American National Government</b>										
POLS 112	State and Local Government	17	16	380	380	59	80				
PRNT 101	Introduction to Traditional & Digital Photography										Corequisite PRNT 105L
PRNT 101L	Introduction to Traditional & Digital Photography Lab										Corequisite PRNT 105
PRNT 105	Survey of Printing Techniques										Corequisite PRNT 105L
PRNT 105L	Survey of Printing Tech. Lab										Corequisite PRNT 105
PRNT 107	Principles of Layout										Corequisite PRNT 107L
PRNT 107L	Principles of Layout Lab										Corequisite PRNT 107
PRNT 155	Computer Aided Publishing										Corequisite PRNT 155L
PRNT 155L	Computer Aided Publishing Lab										Corequisite PRNT 155

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COURSE NUMBER	COURSE NAME	ACT R	ACT E	SAT CR	SAT W	ACCU R	ACCU SS	ACCU AR	ACCU EA	ACCU CLM	Other
PSYC 142*	General Psychology	17	16	380	380	59	80	35+			
REST 100	Introduction to Hospitality Mgmt.										
REST 120	Food Service Sanitation	21	16	420	380	89	80				
REST 155	Quantity Food Purchasing										
REST 220	Legal Aspects of the Hospitality Industry	21	16	420	380	89	80				
REST 270	Hospitality Service Internship										Prerequisite completion of 30 quality hours
SOCL 151*	Principles of Sociology	21		380		59					
SOCL 154	Cultural Anthropology										
SOCL 164	Intro to Multicultural Studies										
SOCL 245	Cultural Diversity	21	16	420	380						Completion of SOCL 151 & ENGL 101
SOCL 252*	Social Problems										Completion of SOCL 151
SPAN 201*	Spanish Level III										Appropriate placement on departmental exam
SPAN 203*	Spanish Level IV										Prerequisite SPAN 201
SPCH 143*	Speech	17	16	380	380	59	80				
SPCH 148*	Interpersonal Communications	17	16	380	380	59	80				Writing Intensive course; Completion of ENGL 101 English Composition I prior to enrolling is required
THEA 146*	Fundamentals of Acting	17	16	380	380	59	80				
WELD 160	General Welding										
WELD 165	Advanced General Welding										One year of high school welding or WELD 160.

ACT R = ACT Reading

ACT E = ACT English

SAT CR = SAT Critical Reading

SAT W = SAT Writing

SAT M = SAT Math

ACCU R = Accuplacer (CPTS) Reading Comprehension

ACCU SS= Accuplacer (CPTS) Sentence Skills

ACCU AR = Accuplacer (CPTS) Arithmetic

ACCU EA = Accuplacer (CPTS) Elementary Algebra

ACCU CLM = Accuplacer (CPTS) College Level Math

\* Course is included in the Indiana Core Transfer Library (will transfer to most state-supported institutions in Indiana).

Note: PSAT scores may be submitted for placement – please remove the last digit (0) from the SAT scores listed above.