



FREQUENTLY ASKED QUESTIONS

1. What courses can we offer through Project EXCEL?

Any course can be offered through Project EXCEL provided you have a qualified instructor and comparable facilities. In many cases, VU courses have prerequisites that your students must meet in order to participate; student interest and qualifications must also be considered when determining what courses will be offered.

2. What are the qualifications for a Project EXCEL adjunct faculty member?

For most subject areas, Project EXCEL adjunct faculty members should have a Master's degree in the subject area being taught or a Master's degree in Education with 18 credit hours at the graduate level in the subject area. Consideration will also be given to faculty who submit their educational plan indicating when the stipulated educational requirements will be met. Faculty seeking approval for technology-related subjects will be considered based on licensures, certifications, and other professional experience.

Project EXCEL faculty are considered adjunct faculty of Vincennes University and must be approved to teach in this program. Vincennes University follows the guidelines set forth by the Higher Learning Commission of the North Central Association of Colleges and Schools.

3. Do all of the students in the class have to be enrolled for VU credit?

No, you may have 30 students in a class and perhaps only 15 may be enrolled for VU credit. However, all students should be following the same course syllabus, outline and textbook.

4. Does VU pay the adjunct faculty member for teaching a Project EXCEL class?

Yes, faculty will receive a stipend based upon the number of students taking the Project EXCEL class for credit. In cases where the contract bargaining agreement of the school corporation does not allow individual teachers to receive a stipend, then this compensation will be paid as designated by the school corporation. Compensation is paid near midterm of the semester in which it is earned.

5. Is Project EXCEL credit only good at VU?

No. Many VU courses are on the Core Transfer Library which will transfer to Indiana state supported institutions as indicated on the www.TransferIN.net website. Traditionally students have transferred Project EXCEL credit successfully to Indiana University, Indiana State University, Ball State University, University of Southern Indiana and other in-state and out-of-state colleges and universities. A transcript will be provided free of charge.

6. Will VU automatically send out a transcript at the end of the semester?

No. If a student would like their transcript or want it sent to a specific college, the student should complete a Transcript Request Form. The form should be sent to: Office of the Registrar, Vincennes University, 1002 North First Street, Vincennes, Indiana 47591. The Transcript Request Form can be found on the Vincennes University website www.vinu.edu/excel under Forms to Download.

7. Do we have to end our Project EXCEL class at the end of VU's semester?

No, you may end the Project EXCEL class at the end of the high school semester. We will schedule an appropriate time for you to input student grades on MyVU and notify you in advance of that date when you will have access. Grades entered on MyVU are posted directly to the student record when they are entered. Students can access their grades via their MyVU account as well.

8. When will your next Project EXCEL Orientation be held?

Our regular Project EXCEL Orientation for new faculty is held annually in early May. However, if a school wishes to offer a Project EXCEL course during the spring semester and the faculty member has not attended an Orientation session the preceding spring, we will schedule a special session for that faculty to meet with the appropriate mentor. Orientation sessions are held on a campus of Vincennes University and are typically one day in length.

9. Is there a limit to the number of hours of dual credit that a student can earn?

Vincennes University limits the number of Project EXCEL credit hours a student may take in a single semester to 12.

10. If the high school is already offering AP classes, can the school still participate in Project EXCEL?

Definitely. Both programs are excellent programs that provide high school students an academic challenge and an opportunity to earn college credit. Upon successful completion of the Project EXCEL course, however, the student will earn a grade for the course that will appear on an official VU transcript.

11. What does VU provide to the Project EXCEL adjunct faculty who teach in Project EXCEL?

VU will provide the Project EXCEL adjunct faculty with a copy of the approved textbook and teacher related materials and a course outline/syllabus developed by a university faculty member, which should be used as a model in developing the Project EXCEL outline/syllabus. In addition, an official grade book will be provided for keeping student attendance and student achievement.

12. What assistance can I expect from VU when I participate in Project EXCEL?

Vincennes University will provide a VU faculty member who will serve as your mentor. The mentor will assist you in developing your course outline and syllabus, provide information concerning course goals and objectives, make a site visit and talk with your students and administration, and lend support and encouragement throughout your teaching experience with Project EXCEL.

13. What does a teacher need to submit in order to get started?

Interested faculty should submit a current resume, undergraduate and graduate college transcripts, and any other appropriate licensures/certifications to the Project EXCEL Director for approval. Unofficial transcripts may be used for this evaluation process. However, once a faculty member is approved to participate in Project EXCEL, official copies of all transcripts will be required. These materials will be forwarded to the appropriate Department Chair, Division Dean and Provost for approval. The Project EXCEL office will notify faculty of their approval.

Should you have any questions, please contact:

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