Dear Bethany,

You may have already received some of these materials during the application process, but we’ve put together some information that you will hopefully find helpful to get started as a new Concordia Dual Credit Adjunct Instructor.

* **Dual Credit Staff** – please direct any questions regarding Dual Credit to [dualcredit@cune.edu](mailto:dualcredit@cune.edu) or one of these people:
  + Dr. Beth Pester, Program Director  
    [beth.pester@cune.edu](mailto:beth.pester@cune.edu)  
    402-643-7470
  + Megan Boggs, Administrative Assistant  
    [megan.boggs@cune.edu](mailto:megan.boggs@cune.edu)  
    402-643-7166
  + Dr. Timothy Schroeder, Your Faculty Liaison for MATH 122, 132 and 151 – [Timothy.Schroeder@cune.edu](mailto:Timothy.Schroeder@cune.edu)
  + Dr. Edward Reinke, Your Faculty Liaison for MATH 128, 184 and 186 – [Edward.Reinke@cune.edu](mailto:Edward.Reinke@cune.edu)   
    Faculty liaisons are your professional resource for questions on course design and will provide details and instructions on the common assessment. They are happy to help ensure the successful delivery of your dual credit course(s)!
* **Dual Credit Calendar** – attached you will find a calendar that will help you stay on track with Dual Credit tasks throughout the year. This is an essential resource that describes and outlines the sequence of collections.

* **Dual Credit Website** – many useful materials can be found on the website, such as a digital copy of the Dual Credit brochure, handbooks for teachers/administrators and students/parents, student registration, withdrawal forms, and more!
  + [www.cune.edu/dualcredit](https://nam04.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.cune.edu%2Fdualcredit&data=05%7C02%7CBeth.Pester%40cune.edu%7Cec6fdc39e77446d4862308dcacbf4711%7Ccb4b3b9725f745a6b0f1dd7966185097%7C0%7C0%7C638575184791406608%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=J3%2F3N%2Bl0zRr7finZKEjrTVyuEZtIc9WdUdwmgE3r1hs%3D&reserved=0)
* **Course Syllabus Template** – attached is a template that you will have to complete and return in order to teach the course (not due until after the semester starts). You receive the same academic freedom as our campus faculty: the university departments set course descriptions and objectives, but how you meet them is up to your professional discretion. In the course syllabus you must keep the Description, Objectives, and paragraphs on Course Workload and Common Assessment as provided, but then you can tailor the rest of the course to your particular classroom environment and according to your professional expertise. Practically speaking, the template should allow you to simply copy and paste relevant sections from your own syllabus. This is our way of certifying that the courses our cooperating teachers offer are *fundamentally* the same as the ones on campus.
* **Syllabi**– attached are the syllabi for your courses as they are taught on campus. As stated above, these syllabi are provided for your reference; you do not need to adopt them in their entirety.

We are thrilled to have you join the CUNE community in equipping students for lives of learning, service, and leadership. Dual credit is a unique benefit to your students, and we are thankful for your work in delivering it as partners in education!

Welcome to the team!