

Thank you for inquiring as to how to become an instructor for the UMKC High School/College Partnerships program. Our High School/College Partnerships program believes in the upmost effects of adhering to best practices as indicated by the Missouri Department of Higher Education. Therefore, each prospective instructor must meet the minimum requirements in order to be considered as a candidate to become a non-compensated lecturer for the University. A prospective dual credit instructors must have a Master's degree with at least 18 graduate-level hours in the academic field in which they teach. Approval of specific courses and respective dual credit instructors will be based upon credentials and recommendation of the appropriate UMKC department chair. Below is a list of everything that is needed to get a teacher approved, along with the mailing address:

## **To apply, a prospective teacher needs to supply UMKC with the following:**

- A Cover Letter (indicating the course(s) they wish to teach and the semester(s) in which they would be taught).
- A Letter of Support from the High School Principal. Please include the following information within this letter:
  - o The applicant's name.
  - o The course (s) they wish to teach.
  - o The semester(s) in which they would teach them.
- Resume or curriculum vitae.
- An official or unofficial copy of graduate transcripts.

As an instructor for the UMKC HSCP program, you will be expected to attend collaboration meetings, manage student information using the UMKC Pathway course management system, work with department coordinators, deliver dual credit courses as prescribes and designed by the UMKC departments. Individuals meeting the requirements will be notified via email after departmental approval.

## **Please submit application documents to:**

HSCP Program Director  
University of Missouri-Kansas City  
5115 Oak St  
Kansas City, MO 64110