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Dear Teacher,

Welcome to EOU's Professional Learning Community (PLC) and thank you for teaching with us! Under your instruction, your students can earn dual credit at EOU through their high school classroom experience. You are an incredible resource for your students, and we are here to support you in this role. Your PLC leader, Dr. Andrew-David Bjork ([adbjork@eou.edu](mailto:adbjork@eou.edu)) of the Department of Mathematics, will work with you individually and periodically to ensure that core expectations of the sponsored dual credit program are met.

Along with this letter is a package containing important information about the Sponsored Dual Credit (SDC) program and supportive resources for your teaching. You can find the following documents:

- 1) **General policies:** a document explaining the expectations for you as a high school teacher and the sponsoring faculty (your PLC leader). These expectations are based on the standards set by the Higher Education Coordinating Commission (HECC) for the SDC program. The document also outlines how we would like to work with you to meet HECC's expectations.
- 2) **Skeleton syllabi:** a folder containing "minimal" syllabi with basic course information such as course number, name, description, and learning outcomes. These pieces of information must be included on your syllabus. Other information on a skeleton syllabus is typically found on a syllabus at EOU.
- 3) **Past exams:** a folder containing some midterm or final exams of previous years. As you read and practice them, you will have a better idea on the scope of content, areas of emphasis, and level of difficulty that are recently tested at EOU.
- 4) **Past labs:** some courses typically have a lab component at EOU, such as Stat 243, Math 251 and Math 252. As enrolled students of EOU, your students will have access to licensed software such as Minitab, SPSS, and Mathematica. If you decide to incorporate a lab component into your course and need support with licensed software, please consult with your PLC leader.
- 5) **Evaluation forms:** at the end of a term, your students will fill out an evaluation form. We also want to hear feedback from you as a teacher about our program. Please send the envelope with responses to your PLC leader.

As far as teaching content is concerned, your immediate point of contact is your PLC leader. If you need help with administration, such as entering grades or enrolling your students, you can contact Kathleen Brown ([kbrown@eou.edu](mailto:kbrown@eou.edu)), who is the Associate



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Director of EOU's Early College Initiatives or Kelli Mills ([eci@eou.edu](mailto:eci@eou.edu)), who is the ECI Administrative Assistant. Below are some other helpful resources for you and/or your students:

- 1) EOU Library (physical, electronic books, online databases):  
<https://library.eou.edu/>
- 2) EOU eTutoring service:  
[https://etutoringonline.org/login.cfm?institutionid=39&returnPage=&institution=EASTERN\\_OREGON\\_UNIVERSITY](https://etutoringonline.org/login.cfm?institutionid=39&returnPage=&institution=EASTERN_OREGON_UNIVERSITY)
- 3) EOU Student and Faculty Portal:  
<https://eou.onelogin.com/portal>
- 4) Regional High School Math competition (every April):  
<https://www.eou.edu/math/math-department/eastern-oregon-university-regional-high-school-mathematics-competition/>
- 5) EOU Early College Initiatives staff:  
<https://www.eou.edu/early-college-initiatives/staff>

We wish you joy and fulfillment in your teaching in partnership with Eastern Oregon University. Thank you again for working with us!