

July 18, 2014

Dr. Jim Shank
Superintendent, Coupeville School District
501 South Main St
Coupeville, WA 98239-3527

Dear Dr. Shank:

Please accept this document as a formal request to initiate the University of Washington in the High School (UWHS) program with Coupeville High School. The following proposal is based on understandings with, and the approval of, the University of Washington (UW) departments indicated below and UW Educational Outreach.

UW Dept Name	Course	Term	Teacher	Course Fee
English	ENGL 131	Autumn 2014	Barbara Ballard	\$320.00

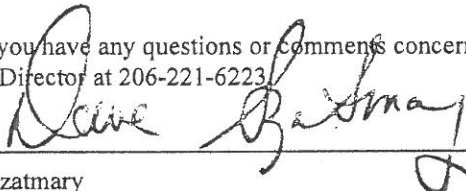
The following items constitute the specific terms of the agreement:

- a. The courses listed above will be offered at Coupeville High School (hereafter, the School), Coupeville, WA, in rooms provided by the School, during the 2014-15 academic year. Specific course dates will be determined by the School.
- b. The instructors of record (hereafter, the teachers) are listed above. Their resumes have been approved by the appropriate UW academic departments. The teachers will have attended a program orientation and discipline-specific training before teaching the course. They will be appointed as UW Extension Lecturers, but paid by the School. The UWHS program will pay an administrative amount to the teachers for handling non-instructional requirements (e.g. student evaluations) for the program as well as a training amount for teachers to attend UWHS course trainings. If a teacher must take a leave of absence from teaching the UW course, or there is a change in which teacher is offering the UW course, the School must contact the UWHS office.
- c. Teachers will use UW syllabi, texts, quizzes, tests, grading procedures and scales, and any other curricular materials as required by the appropriate UW departments. Teachers will also administer the standard UW end-of-course evaluations with those students registered for UW credit.
- d. Upon completion of courses, teachers will submit to the UW a numerical grade for each student registered for UW credit. Grades are on the 4.0 scale.
- e. Enrollment in any section of a course should not exceed 32 students. In accordance with campus policies, the maximum section size is lower for English (23), French (24), German (24), Japanese (22), and Spanish (25). Schools must make all reasonable attempts to not exceed these class sizes. A minimum of 6 students must register for UW credit for the course to be eligible for the UWHS program and for the registered students to receive UW credit.

- f. Students enrolled in the courses will pay course fees as shown above, plus a \$44 registration fee. These funds will be made payable to the UW at the time that students register. Unless the school prefers to pay by purchase order, students will pay individually
- g. Per Washington State rules for "College in the High School," only students in 11th and 12th grade are eligible to register for college credit for these courses. Students taking any course for UW credit should have earned a grade of B+ or above in previous courses in the subject area, or have the permission of the instructor. Students must complete any prerequisite courses in the high school before enrolling in the UW course. Details are on the UWHS web site under Student Eligibility.
- h. To comply with UW regulations governing the issuance of credit, students registering for UW credit will spend a minimum of 50 hours in the classroom and 100 hours doing outside homework for any five-credit course. Registered students successfully completing any course will earn UW credits, which will be recorded on their UW transcript. Transfer of these credits will be determined by the institution to which the student applies; it is the responsibility of the students to communicate with prospective institutions about transfer of these credits.
- i. UWHS will see that teachers receive tests, quizzes, and other materials routinely provided to instructors of the course on campus. It will be the responsibility of the School or the individual students to purchase any required texts.
- j. UWHS will provide liaisons, who have been appointed by the appropriate UW departments, to visit the courses either in person or through web conferencing, as well as to work with the teachers during the school year. These liaisons will have been screened by Washington State Patrol prior to visiting the School.

If these terms and conditions are acceptable to you, please return a signed copy of this document to me.

Should you have any questions or comments concerning this agreement, please call Tim Stetter, UWHS Director at 206-221-6223.


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David Szatmary
 Vice Provost for Educational Outreach
 University of Washington


7/22/
2014

Dr. Jim Shank
 Superintendent
 Coupeville School District