

MEMORANDUM of UNDERSTANDING
to
OFFER CONCURRENT ENROLLMENT COURSES
Academic Year 2024-2025

Under the terms of this Memorandum of Understanding (MOU), _____ (District) agrees to enroll high school student(s) in specific Arkansas State University (A-State) UpSkill courses. Upskill is an online learning opportunity for high school students who desire to develop a variety of in-demand job skills. Arkansas Public School Resource Center (APSRC) agrees to compensate A-State for the tuition and application fee for a maximum enrollment of 100 students for three separate pathways comprised of three courses each. (See Appendix A) Students may only enroll in one certificate area per academic year. This MOU will facilitate, with no cost to the high school or the first 100 students enrolled, registration in three courses per student beginning in the fall semester of 2024 and concluding in the spring semester of 2025. Students will learn the fundamentals of coding while enrolled in a sequence of three courses with an emphasis in either Swift Coding, Android App Development, or Game Production/Development. No prior experience in coding is required in any of the certificate areas. Upon successful completion of the required courses, the student will be awarded an A-State Certificate of Proficiency.

Authority to Offer Concurrent Courses

Ark. Code § 6-18-223 authorizes Arkansas high school students to enroll in college/university courses to earn credit that will be applicable to a college degree and concurrently to a high school diploma.

Arkansas Higher Education Coordinating Board Concurrent Enrollment Policy (AHECB Policy 3.15) includes guidelines for establishing and maintaining concurrent courses, but not limited to, requirements for faculty teaching concurrent courses, ownership by the College/University for the courses offered at the high school, eligibility of students, and funding of the concurrent program.

Accreditation/Approval

As a concurrent program accredited by the National Alliance of Concurrent Enrollment Partnerships (NACEP), the A-State Concurrent Enrollment Program (CEP) adheres to all NACEP requirements. A-State is accredited by the Higher Learning Commission (HLC) and adheres to all HLC requirements regarding concurrent enrollment.

Contact Person

Name: Joie Ketcham
Title: Program Specialist
Phone Number: 501-492-4300
E-mail Address: jketcham@apsrc.net

High School Concurrent Enrollment Contact Information

Please list contact information for the person responsible for oversight of the students enrolled in the courses

School: _____
Name: _____
Title: _____
Address: _____
City, State, ZIP: _____
Phone Number: _____
E-mail Address: _____

Student Requirements for Concurrent Courses (AHECB Policy: 3.15; A-State Admission Policy)

- Minimum ACT composite score of 19 **AND** ACT Reading score of 19 *
- GPA of 2.75 or higher
- Completion of the 8th grade
- Submission of the electronic A-State CEP Parental Consent Form

* An Aspire Reading score of 428 (9th or 10th grade test scores) may be used as an equivalent for admission.

* An Accuplacer Reading score of 253 may be used as an equivalent for admission.

* **Student must provide Aspire or Accuplacer scores for reading, writing, and math.**

Concurrent Courses

- **Pathway I: Certificate in Swift Coding**
 - Course I: DIGI 2003 - Introduction to Coding with Swift
 - Course II: DIGI 3003 - Intermediate Coding with Swift
 - Course III: DIGI 4003 - Advanced Studio in Swift Coding
- **Pathway II: Certificate in Android Development**
 - Course I: DIGI 2013 - Introduction to Coding with Kotlin for Android
 - Course II: DIGI 3013 - Intermediate Coding with Kotlin for Android
 - Course III: DIGI 4013 - Advanced Studio in Android Development
- **Pathway III: Certificate in Game Production & Development**
 - Course I: GRFX 1223 - Introduction to Digital Game Development
 - Course II: GRFX 2223 - Digital Game Asset Creation
 - Course III: GRFX 2233 - Digital Game Production Design

Course Delivery

- Course instruction will be provided by A-State credentialed faculty via technologies such as Blackboard.
- The college instructor will set the course requirements based on the department-approved syllabus.
- The college instructor will assign all grades for the classes based on student

performance.

- Concurrent courses offered online must be monitored by a high school credentialed instructor. The school district is responsible for supervision of the students during the use of technology.
- **The school district is responsible for providing access to a working computer (not a tablet or Chromebook) such as a MacBook or Windows laptop, manufactured within the last seven (7) years. Windows operating systems (PC) is not compatible with some required software.**

Assessment and Evaluation (NACEP Assessment Standard: A1; NACEP Evaluation Standard: E1; AHECB Policy 3.15)

- Concurrently enrolled students must adhere to the same grading standards as those used in the university course.
- Course assessments must be consistent with the department/university course assessments.
- Students enrolled in A-State CEP courses must participate in the department's student learning outcomes assessment procedures.
- Students must participate in faculty evaluations each semester.
- Concurrent faculty are evaluated using the same teaching evaluations completed by the students at the university each semester.

Course Requirements and Course Transcription

- Courses offered concurrently must be approved A-State courses. Course content, syllabi, assessment, and evaluation will be consistent with those courses that are being taught on campus and must be approved by the sponsoring academic departments. University requirements for compliance with HLC standards must be observed. Grading criteria and credits awarded will be the same as those used and awarded for on-campus courses.
- Concurrent courses are transcribed on the official A-State transcript.
- Students must have access to a working computer and the appropriate software. (See Appendix A)
- If it is necessary that students have access to technology at some point beyond the traditional class period to conduct research or complete course requirements, access the A-State Library resources and research documents, view professor lecture, view videos, access assigned websites, etc., then the high school must provide or assure student access to the needed technology.
- Digital textbooks may be required and are available free of charge.
- Swift Coding
 - Any updated Mac computer, running a Mac Operating system – OS 10.15 (Mojave) or higher is required. Windows Operating systems (PC) cannot be used. iPads, tablets, and Chromebooks are not compatible.
 - Students must also have the Xcode app that can be obtained through Apple's App Store free of charge.
 - Two free digital textbooks are required and are available for download from the Apple Books app.
 - Adobe XD (free starter program, but can be upgraded to a paid plan).

- Android Development
 - Any working computer, either PC or Apple, manufactured within the last seven (7) years (i-Pads, tablets, and Chromebooks are not compatible).
 - Android Studio is required and is available as a free download from Google.
 - Adobe XD (free starter program, but can be upgraded to a paid plan).
- Game Production and Development
 - Working computer, either PC or Apple, manufactured within the last seven (7) years (i-Pads, tablets, and Chromebooks are not compatible).
 - A dedicated graphics card (Nvidia or AMD, non-Intel cards) is suggested but not required.
 - Unity (free download of both education or hobbyist plan)
 - Autodesk Maya (free download from A-State).

Concurrent Tuition

The program includes three pathways comprised of three courses per pathway for a total of 9 credit hours per certificate area. Courses are conducted in seven-week terms. Students can earn college credit and/or up to one (1) unit of high school credit for successful completion of each CTE course that is a minimum of three (3) semester credit hours. Tuition will be charged at \$40 per credit hour, plus a \$15 application fee. APSRC will be invoiced by A-State for each student enrolled and will remit the tuition and application fee of \$375 per student for a maximum of 100 students.

Effective Date

This MOU is effective for the 2024-2025 academic year when signed by APSRC and the high school principal. The MOU will remain in effect for one academic year, unless terminated by either institution. Either party may terminate this agreement by serving the other with written notice one semester in advance.

If for any reason the school district chooses to end an individual concurrent course or partnership with A-State, the school will inform the university in a timely manner.

Refusal to comply with the terms of this agreement within a reasonable timeframe after providing documentation of non-compliance will result in the nullification of this MOU.

Official Signatures

The signatures below confirm that this Memorandum of Understanding is acceptable and is agreed to by *Arkansas State University* and «*School*».

Provost and Executive Vice Chancellor for
Academic Affairs and Research,
Arkansas State University

Provost Signature

Date

Principal

Principal Signature

Date

Executive Director
Arkansas Public School Resource Center

Executive Director Signature

Date