

Early College Enrollment programs

2026-2027 Dual Enrollment Instructor Service Agreement

COMPENSATION:

Shasta College pays your high school district a set amount per dual enrolled section with the understanding that you will receive the scheduled amount per section you teach. Stipends are determined by course unit count and final section enrollments. The following scale will determine the final amount paid to each instructor.

Enrollments				
Units		Base (1-10)	Mid (11 - 20)	Max (21+)
	1-2	\$200	\$300	\$400
	3-4	\$300	\$400	\$500
	5+	\$400	\$500	\$600

Training stipends are also available, as scheduled. The dual enrollment instructor of record is not an employee of the Shasta-Tehama-Trinity Joint Community College District or Shasta College. The Instructor Agreement ensures that the college has the primary right to control and direct the instructional activities such that the offered course or courses meet Shasta College instructional requirements.

EXPECTATIONS TO RECEIVE STIPEND:

To receive your stipend, you must adhere to the following expectations:

- Mandatory attendance/participation in annual training.
- Mandatory attendance at annual articulation meeting, if scheduled.
- Enrollment Facilitation: Check all applications/registration forms for completion and check college and high school rosters at time notified by Early College Enrollment Programs office for accuracy and notify if they do not align.
- Adhere to the Shasta College add/drop deadlines as they pertain to specific dual enrollment courses.
- End of Term Reporting:
 - Submit course grades on MyShasta no later than three (3) business days after your class has ended.
 - Report course Student Learning Outcomes (SLO's) at the end of each semester if required.
- Instructor Collaboration Meetings: Instructors will attend an annual collaboration meeting held by Shasta College faculty, this collaboration meeting takes place in either the fall or spring and will provide time to review shared challenges, curriculum maps, outcome assessments, lesson plans, etc. If there is a determined need, peer observations may be requested by Shasta College faculty.

INSTRUCTIONAL RESPONSIBILITIES:

- At the beginning of each semester, prepare and distribute current course syllabi to the students in each class taught. Syllabi should include, as applicable, an outline of course objectives and requirements, grading policy, course content, student learning outcomes, and any specific rules or expectations of the instructor.
- Present course content according to a planned schedule and consistent with approved course outline. When teaching according to the Shasta College outline, the college has primary control over instructional activities.
- Instruct and/or supervise students during all class times. During class times, the instructor will not have any other assigned duty.
- If ill, unavoidably detained, or engaged in approved professional, departmental, or college business, make reasonable efforts to ensure continuity of course coverage by arranging for a qualified substitute or by other means [notify the ECEP office immediately should an extended leave of absence be required].
- Administer exams or other assessment tools consistent with course objectives.
- Return graded material, with appropriate feedback, in a timely manner.
- Maintain accurate records of students' grades and assess and report Student Learning Outcomes.
- Monitor course enrollment through MyShasta.
- Submit records of grades, student attendance, textbook orders and other required reports to designated campus officials in a timely manner. These will be permanent records.

Instructor

Date

Director of Early College Programs

Date