Teacher Application Process

Thank you for your interest in becoming a teacher in College in High School (CHS). Please read through the following information about the application process. Applications received by March 31st will be considered for teaching in the upcoming fall. For applications received after this deadline, CHS cannot guarantee consideration of applications for the upcoming school year and may have to wait until the following year.

If you have questions throughout this process, please call us at 412-624-6828.

Please consider the following before you apply:

- In rare cases, some subjects may have a waiting list. Please visit aspire.pitt.edu to see if your course of interest is available to apply for now.
- If you are applying to teach CHS Chemistry or History, please call the CHS office before you apply.
- Only high school courses that earn high school credit are eligible to earn University of Pittsburgh CHS credit.
- A University of Pittsburgh CHS faculty liaison will review your application to determine if you may be approved to teach in CHS. You and your principal will be notified of the decision by email.
- You may be required to take and successfully complete additional courses to be approved to receive certification. Contingent on availability of funds, CHS will pay for the tuition if the course is taken at the University of Pittsburgh. If you are asked to take a course to achieve certification, upon successful completion you must submit a copy of your grade report.
- When the CHS faculty liaison agrees that you can be certified to teach in CHS, you must attend a mandatory, one-day New Teacher Orientation and Training in May at the University of Pittsburgh. Current CHS teachers adding a new course certification need only attend the afternoon lunch and training.
- You must agree to follow the CHS subject-area Course Outline. In some courses, CHS teachers are required to administer tests and assignments provided by the University.
- Your school must agree to release you to attend the annual Teachers’ Meeting for the teachers in your course, which is held on campus once a year.

**Please direct further questions to:**
College in High School
G-1 Gardner Steel Conference Center
University of Pittsburgh
Pittsburgh, PA 15260
Phone: 412-624-6828    Fax: 412-383-4200
chspitt@pitt.edu

To apply, you will submit the following through the CHS online portal, aspire.pitt.edu:

1. **College Transcripts**: A copy (photocopy is acceptable) of your college transcripts (highlight relevant courses). Please black out information such as SSN and birth date.
2. **Letter of Recommendation**: An electronic request for a letter of recommendation from your high school principal will be sent from Aspire.
3. **Cover Letter**: A cover letter stating the number of years you have taught the subject and any experiences relevant to your mastery of the subject.
4. **Syllabus**: An original syllabus like the one you received in college that you have authored for a similar course you are currently teaching or have recently taught. Include the title, author, and publisher of the textbook you are using. **Note: curriculum outlines and/or AP syllabi are not acceptable.**
CHS Courses Currently Offered

**Communication & Media**
- COMMRC 0320  Mass Communication Process
- COMMRC 0500  Argument
- ENGLM 0400  Intro. to Film

**Computer Science**
- CS 0007  Intro. to Computer Programming
- CS 0008  Intro. to Computer Programming: Python
- CMPINF 0401  Interm. Programming Using Java
- CS 0134  Web Site Design & Development
- CS 0334  Interm. Web Site Design & Development

**Information Science**
- INFSCI 0010  Intro. to Information Science
- INFSCI 1074  Computer Security

**Mathematics or Statistics**
- MATH 0120  Business Calculus
- MATH 0220  Analytic Geometry and Calculus 1
- MATH 0230  Analytic Geometry and Calculus 2
- MATH 0280  Intro. to Matrices & Linear Algebra
- STAT 0200  Basic Applied Statistics
- STAT 1000  Applied Statistical Methods

**Natural Sciences**
- BIOSC 0100  Prep. for Biology
- CHEM 0110 *  General Chemistry 1
- GEOL 1330  Sustainability Flash Lab
- PHYS 0174  Basic Physics for Science & Engineering 1
- PSY 0010  Intro. to Psychology

**Academic and Career Success**
- ARTSC 0111  Right Start to College 1
- ARTSC 0112  Right Start to College 2
- LDRSHP 1100  Theories of Leadership

**Classical and World Languages**
- CHIN 0001  First Year Chinese
- FR 0103  Interm. French 1
- GER 0201  Interm. German 1
- GER 0202  Interm. German 2
- LATIN 0210  Latin: Interm. Prose
- LATIN 0220  Latin: Interm. Verse
- SPAN 0103 *  Interm. Spanish 3
- SPAN 0104 *  Interm. Spanish 4

**School of Education**
- PSYED 1002  Development: Conception through Early Childhood

**School of Social Work**
- SOCWK 1000  Intro. to Social Work

**Social Sciences**
- PS 0200  American Politics
- PS 0500  Intro. to International Relations
- PS 0550*  Intro. to Global Studies
- HIST 0101†  Western Civilization 2
- HIST 0301†  Russia to 1917
- HIST 0600†  United States to 1877
- HIST 0601†  United States 1865-Present

* This course is not currently available as maximum capacity for teachers has been reached. †This course has an earlier application deadline. See additional requirements below.

Additional requirements necessary for some subjects:

**Biology**
- You may be asked to participate in a personal interview with the Biology faculty liaison (you will be contacted by the liaison).

**Chemistry (currently full due to limited laboratory space)**
NOTE: If you are applying to teach CHS Chemistry and your high school is more than 2 hours from the University of Pittsburgh, please call the CHS office before you apply.
- Include one typical unit exam or final exam from each chemistry course (Chem 1, Chem 2, AP Chemistry, etc.) which you currently teach, and, if possible, the percentage of your students who answered each question correctly. [This is to assess the level at which the teacher presents the information.]
We occasionally find that the CHS course is not integrated ideally into the school’s existing chemistry curriculum. As part of the consideration of your application, please write a short statement responding to the following questions:

How many students would you expect in the course? How will the CHS course be integrated into your existing chemistry curriculum: as a new course, a replacement for an existing course, or some other arrangement? What would be the prerequisites for taking CHS chemistry? Does your school have AP Chemistry, and if so, would the CHS course be separate from the AP course or would the two somehow be combined?

We are happy to discuss this to try to find the optimum arrangement.

- Please include any additional information which you feel will give a clearer picture of your current teaching methods and teaching philosophy.

Chinese
- Personal interview with the Chinese faculty liaison (you will be contacted by the liaison).
- Statement describing your personal approach to teaching the subject. Include any language experience outside of teaching, such as living in a Chinese-speaking country.
- Detailed lesson plan with clear objectives, rationale, and assessment.

Communication & Media
- Mass Communication Process COMMRC 0320: Successful completion of the University of Pittsburgh’s Mass Communication Process course or a comparable college or university level course. 2-3-page written statement describing your personal approach to teaching media & mass communication.
- Argument COMMRC 0500: 2-3-page written statement describing your personal approach to teaching argument.

Computer Science
- Intro. to Computer Programming CS 0007 & Interm. Programming Using Java 0401: Transcripted college credit in a programming course at one level higher than the course being applied for. A résumé of computer science experience describing specific programs, projects, and teaching experience.
- Intro. to Computer Programming: Python CS 0008: Transcripted college credit in a programming course at one level higher than the course being applied for. A résumé of computer science experience describing specific programs, projects, and teaching experience.
- Web Site Design & Development CS 0134 & Interm. Web Site Design & Development CS 0334: A résumé of computer science experience describing specific programs or projects.

French
- Personal interview with the French faculty liaison (you will be contacted by the liaison).
- Statement describing your personal approach to teaching the subject, including any language experience outside of teaching, such as living in a French-speaking country.

German
- Personal interview with the German faculty liaison (you will be contacted by the liaison).
- Statement describing your personal approach to teaching the subject. Include any language experience outside of teaching, such as living in a German-speaking country.
**History**
- Applicants are currently permitted from schools in the following Intermediate Units:
  - IU1: Intermediate Unit 1 (Greene, Fayette, Washington counties)
  - IU2: Pittsburgh Intermediate Unit (Pittsburgh Public Schools)
  - IU3: Allegheny Intermediate Unit (Allegheny County)
  - IU4 (MIU): Midwestern Intermediate Unit (Butler, Lawrence and Mercer counties)
  - IU5: Allegheny Intermediate Unit (Wexford and Beaver County counties)
  - IU6: Allegheny Intermediate Unit (Westmoreland County)
  - IU27: Beaver Valley Intermediate Unit (Beaver County)
  - IU28 (ARIN): Armstrong-Indiana Intermediate Unit (Armstrong and Indiana counties)
- Teacher applicants in any course with a HIST prefix are expected to have or provide:
  - A. A master's degree in History, or
  - B. 18 graduate credits in History, or
  - C. Experience teaching a high school History course related to your proposed CHS course, as well as a specific plan for earning the credentials in A or B by July 1, 2024.
- Submit a résumé that emphasizes credentials and teaching experience that specifically indicate the teacher's preparation to teach a university-level History course.
- Teachers who gain initial approval will be required to attend a course preparation workshop on syllabus building for the CHS course, conducted by Pitt faculty liaisons. The workshop will be held on campus on a Friday in March (date to be determined).
- After the March workshop, teachers will submit a full CHS syllabus by the regular CHS application deadline (March 31). This will complete the teacher's application. The liaisons will use the full dossier, including the CHS syllabus, to determine teacher's qualifications to teach CHS History.

**Italian**
- Personal interview with the Italian faculty liaison (you will be contacted by the liaison).
- Statement describing your personal approach to teaching the subject. Include any language experience outside of teaching, such as living in an Italian-speaking country.

**Leadership**
- One-on-one meeting or phone call with the Leadership faculty liaison (you will be contacted by the liaison).
- 2-3-page statement regarding your teaching philosophy and how you intend to deliver the class. Address whether you have had any formal education and what reading you have done on your own regarding leadership. Define effective leadership, and address who your best leadership role models have been and why.

**Mathematics 0120, 0220, 0230 and 0280**
- Coursework in the theoretical underpinnings of calculus. Successful completion of a Real Analysis course like the University of Pittsburgh's MATH 0420: Introduction to the Theory of 1-Variable Calculus will satisfy this requirement.
- Samples of math assignments and exams from similar courses you have taught, as well as a course description and syllabus if available.

**Physics**
- You will be expected to have a strong academic background or teaching experience in physics. You will be expected to be fully competent in calculus-based physics. You may be asked to demonstrate such competence in a personal interview with the physics faculty liaison. (You will be contacted by the liaison to set up the interview.)
Political Science 0500
- Intro to International Relations PS 0500: Teacher’s view lectures posted to YouTube and take an online exam (earning a minimum grade of A-) after initial approval of application.

Psychology
- Due to the time commitment needed to prepare for the AP exam, CHS prefers that schools do not offer AP and CHS credit in the same classroom for this course.

Right Start
- Right Start to College 1 ARTSC 0111: Examples of activities or assignments that you have used with students in the past to teach academic success skills.
- Right Start to College 2 ARTSC 0112: Examples of career education and/or career planning activities that you have used with students in the past.

Spanish
- One year minimum of language teaching experience.
- Statement describing the pedagogical approach to teaching Spanish language and cultures, including any language experience outside of teaching, such as living in a Spanish-speaking country.
- Personal interview with the Spanish faculty liaison: only if the liaison determines it is necessary. (You will be contacted by the liaison.)

Social Work
- Preference will be given to social workers; interested teachers must have background in social studies/political sciences/psychology.

Statistics
- Basic Applied Statistics STAT 0200: Recent completion of a statistics course (1000-level) beyond the level of STAT 0200, with a minimum grade of A-.
- Applied Statistical Methods STAT 1000: Recent completion of a statistics course (1221-level) beyond the level of STAT 1000, with a minimum grade of A-. 