

Kenneth P. Dietrich School of Arts and Sciences  
**College in High School**

## 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 you 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](https://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.
- Once your application is submitted, a University of Pittsburgh CHS faculty liaison will review it 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 successfully complete additional course work to receive certification. CHS will pay for the tuition if the course is taken through the University of Pittsburgh. CHS will also pay the tuition amount for the [liaison-approved](#) course taken at another institution up to but not exceeding the cost of the Pitt course. If you are asked to take a course to achieve certification, upon successful completion you must submit a copy of your grade report. Tuition support is contingent on availability of CHS funds.
- Certification is a two-step process: when the CHS faculty liaison agrees that you can be certified to teach with CHS, you must attend an online, one-day New Teacher Orientation and Training in May to complete your certification. Current CHS teachers adding a new course certification need only attend the second half of the program.
- 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. The Teacher's Meeting is on campus every other year and online the alternate years.

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**Please direct further questions to:**

College in High School  
412-624-6828  
chspitt@pitt.edu

**To apply, you will submit the following through the CHS online portal, [aspire.pitt.edu](https://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.*

Please refer to the following pages for additional information.

## Kenneth P. Dietrich School of Arts and Sciences

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### CHS Courses Currently Offered

#### Communication, Literature, Art

COMMRC 0320	Mass Communication Process
COMMRC 0500	Argument
ENGFLM 0400	Intro. to Film
ENGLIT 1230	20 <sup>th</sup> Century African American Lit.
FMST 1885	Broadcasting
HAA 0010	Intro. to World Art

#### Computer Science & Information Science

CS 0007	Intro. to Computer Programming
CS 0012	Intro. to Computing for the Humanities: Python
CMPINF 0401	Interm. Programming Using Java
CS 0134	Web Site Design & Development
CS 0334	Interm. Web Site Design & Development
INFSCI 0010	Intro. to Information, Systems, and Society
INFSCI 0530	Decision Making in Sports
INFSCI 1049	Intro. to Information Security

#### Mathematics & 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
NUTR 1006	Intro. to Human Nutrition
PHYS 0174	Basic Physics for Science & Engineering 1
PSY 0010	Intro. to Psychology

#### Academic & Career Success

ARTSC 0111	Right Start to College 1
ARTSC 0112	Right Start to College 2
LDRSHP 1100	Theories of Leadership

#### Classical & World Languages

CHIN 0001	First Year Chinese
FR 0103	Interm. French 1
FR 0104	Interm. French 2: French in a Global Context
GER 0201	Interm. German 1
GER 0202	Interm. German 2
ITAL 0103	Italian Language & Culture 3
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
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#### School of Social Work

SOCWRK 1000	Intro. to Social Work
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#### Social Sciences

PS 0200	American Politics
PS 0500	Intro. to International Relations
HIST 0101*	Western Civilization 2
HIST 0301	Russia to 1917
HIST 0600*	United States to 1877
HIST 0601*	United States 1865-Present
HIST 0671	African American History Since 1865

\*This course is not currently available as maximum capacity for teachers has been reached.

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).

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### **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, Art**

- 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.

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### Computer Science

- Intro. to Computer Programming CS 0007 & Interm. Programming Using Java 0401: Transcribed 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 Computing for the Humanities: Python: Transcribed 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

Teacher applicants in any course with the HIST prefix are expected to have:

- A master's degree in History, or
- 18 graduate credits in History, or
- 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.
- History 0671: Also submit a personal statement that details engagement with the discipline, qualifications for teaching African American history, and reasons that instructor believes this course should be part of the CHS curriculum at their school.

### 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.

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### 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.

### Nutrition

- Preference will be given to registered dietitians; interested teachers should have a background in nutrition and a desire to approach nutrition from both individual and socioecological perspectives.
- Interested teachers must successfully complete the University of Pittsburgh's online/asynchronous Introduction to Nutrition course (NUTR 1006) with a B or higher. CHS will pay the tuition.
- Interested teachers will submit a detailed lesson plan with clear objectives, rationale, learning activities, and assessment strategy for a health-related lecture.
- Interested teachers will submit a 300-500 word written statement describing their personal approach to teaching and role modeling nutrition concepts. This should include any additional information which they feel will give a clearer picture of their current teaching methods and teaching philosophy.
- Interested teachers may be asked to participate in a personal interview with the Nutrition faculty liaison. Teachers will be contacted by the liaison.

### 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

- [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.

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### Psychology

- The objective of this course is to provide students with an overview of the diverse field of psychology, and an appreciation of the way that behavior and mental processes can be studied scientifically. For high schools with AP Psychology: due to the time commitment needed to prepare for the AP exam, which interferes with the time needed to fulfill the University of Pittsburgh requirements, the default position of CHS is that new schools will not offer AP and CHS credit in the same classroom for this course. However, if a teacher would like to propose a way where both sets of requirements can be met, CHS will consider an exception to this policy.

### Right Start to College 1 – Focus: Academic Success Skills

- Submit two examples of activities or assignments that you have used in the classroom with students to teach academic success skills. These should be detailed lesson plans with clear objectives, rationale, and assessment.
- Write a lesson plan featuring a topic from Right Start 1 that you would deliver to a Right Start 1 class as a guest speaker at Pitt.

### Right Start to College 2 – Focus: Career Course

- Submit two examples of career education or career planning lessons or activities that you have used in the classroom with students. These should be detailed lesson plans with clear objectives, rationale, and assessment.
- Write a lesson plan featuring a topic from Right Start 2 that you would deliver to a Right Start 1 class as a guest speaker at Pitt.

### 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-.