



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 fall, and applying teachers may have to wait until the following year.

If you have questions through 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 and your high school is more than 2 hours from the University of Pittsburgh, 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 mail.
- You may be required to take and successfully complete additional courses in order 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. (In addition, if you are interested in but not required to take a course in your subject area, CHS may have funding to provide partial tuition assistance for participating teachers.)
- 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 in May at the University of Pittsburgh.
- 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



All Courses

<p>Academic and Career Success Right Start to College1 (ARTSC 0111) Right Start to College 2 (ARTSC 0112) Theories of Leadership (LDRSHP 1100)</p> <p>Communication & Media Argument (COMMRC 0500) Intro. to Film (ENGFLM 0400)</p> <p>Computer Science or Information Science Intro. to Computer Programming (CS 0007) Intro. to Computer Programming: Python (CS 0008) Interm. Programming Using Java (CS 0401) Web Site Design & Development (CS 0134) Interm. Web Site Design & Development (CS 0334) Intro. to Information Science (Advanced) (INFSCI 0011) Cybersecurity and the Law (INFSCI 0014) Computer Security (INFSCI 1074)</p> <p>Mathematics or Statistics Business Calculus (MATH 0120) Analytic Geometry and Calculus 1 (MATH 0220) Analytic Geometry and Calculus 2 (MATH 0230) Intro. to Matrices & Linear Algebra (MATH 0280) Basic Applied Statistics (STAT 0200)</p>	<p>Classical and World Languages Interm. French 1 (FR 0103) Interm. French 2 (FR 0104) Interm. German 1 (GER 0201) Interm. German 2 (GER 0202) Latin: Interm. Prose (LATIN 0210) Latin: Interm. Verse (LATIN 0220) Interm. Spanish 1 (SPAN 0003) * Interm. Spanish 2 (SPAN 0004) *</p> <p>Natural Sciences Prep. for Biology (BIOSC 0100) General Chemistry 1 (CHEM 0110) * Basic Physics for Science and Engineering 1 (PHYS 0174) Intro. to Psychology (PSY 0010)</p> <p>Social Sciences American Politics (PS 0200) Intro. to International Relations (PS 0500) Intro. to Global Studies (PS 0550) * Western Civilization II (HIST 0101) * Russia to 1917 (HIST 0301) United States to 1877 (HIST 0600) * United States 1865-Present (HIST 0601) *</p> <p>Social Work Intro. to Social Work (SOCWK 1000)</p>
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**This course is not currently available as maximum capacity for teachers has been reached.*

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

1. A copy of your college transcripts (highlight relevant courses). Photocopies of your transcripts are permitted. You may want to black out information such as SSN and birth date.
2. A letter of recommendation from your high school principal.
3. A cover letter from you stating the number of years you have taught the subject and any experiences that demonstrate your mastery of the subject.
4. An original syllabus that you have authored for a similar course you are currently teaching or have recently taught. Include the title, author, and publisher of the text you are using. Note: curriculum outlines and/or AP syllabi are not acceptable.
5. If you are asked to take a course in order that you may receive CHS certification, upon completion of the course you must submit a copy of your grade report.

Additional requirements for some subjects appear below and on the next page:

Argument

- A 2-3 page written statement describing your personal approach to teaching argument.

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.

1. 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.]
2. 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 shall be happy to discuss this with you to try to find the optimum arrangement.

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

Computer Science

- CS 0007 and 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.
- CS 0008: Transcribed college credit in CS 0008 with a grade of A- or higher (teachers applying may take a pre-approved, equivalent course elsewhere). A résumé of computer science experience describing specific programs or projects.
- CS 0134 and CS 0334: A résumé of computer science experience describing specific programs or projects.

French

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

German

- A personal interview with the German faculty liaison (you will be contacted by the liaison).
- A 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

- History applicants must submit their application by February 21 for initial review.
- 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)
 - IU7: Westmoreland 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.

Information Science

- INFSCI 0014: A personal interview with the INFSCI 0014 faculty liaison (you will be contacted by the liaison).

Mathematics 0120, 0220, and 0230

- Coursework in the theoretical underpinnings of calculus. Successful completion of a Real Analysis course similar to the University of Pittsburgh's MATH 0420 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.

Mathematics 0280

- Coursework in the theoretical underpinnings of calculus. Successful completion of a Real Analysis course similar to the University of Pittsburgh's MATH 0420 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.)



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

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

Spanish

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

Social Work

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

Statistics

- Recent completion of a statistics course (1000-level) beyond the level of STAT 0200, with a minimum grade of A-.

Theories of Leadership

- A one-on-one meeting with the Leadership faculty liaison (you will be contacted by the liaison).
- A 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.