



Minnesota State University, Mankato

Concurrent Enrollment Instructor Application

Please complete the included application to teach concurrent enrollment through Minnesota State University, Mankato. A complete application must include:

- Completed application
- Current resume
- Undergraduate transcripts
- Graduate transcripts

Application Review Process:

All applications will be reviewed by a team of Minnesota State University, Mankato staff and faculty. The Assistant Director for Concurrent Enrollment will review your application to ensure that minimum qualifications are met. If it is determined that the applicant meets the minimum qualifications, they will be forwarded to the appropriate faculty member for review. If the department is in favor of offering an additional CE course, and the instructor meets the department qualifications they will be assigned a faculty mentor and receive a letter of approval from the Assistant Director of Concurrent Enrollment. If it is determined that the instructor does not meet the minimum qualifications, or the campus department is not interested in offering additional CE courses, the instructor will receive a denial letter from the Assistant Director of Concurrent Enrollment.

Minimum Qualifications to Teach:

Currently, the minimum qualifications to teach concurrent enrollment are that an instructor holds a master's degree. Each campus department may have additional requirements such as, but not limited to, experience teaching advanced level high school courses, minimum number of graduate level credits in the discipline you are applying to teach, or a master's in the content area.

Beginning September 1, 2017 instructors will be required to meet the following minimum requirements to teach concurrent enrollment courses:

- Master's degree in the discipline they are teaching OR;
- Master's degree in a sub-field with an additional 18 graduate credits in the discipline

If there are any questions about qualifications or the application process do not hesitate to contact Mike Altomari, Director of Postsecondary Enrollment Options at michael.altomari@mnsu.edu or 507-389-5119.

**Minnesota State University, Mankato
Concurrent Enrollment
High School Teacher Application**

Personal Information

Name

Home Address:

City, State, Zip:

School Phone:

Cell Phone:

High School Email:

School Information

High School Name:

School Address:

City, State, Zip:

Principal's Name:

Phone Number:

Counselor's Name:

Phone Number:

Below is a list of common concurrent enrollment courses, please let us know which Minnesota State Mankato Concurrent Enrollment course(s) you are applying to teach. If the course you would like to teach is not listed provide us with the course number and title:

Course 1

Course 2

Course 3

Course 4

Educational Background & Credentials:

Degree

Institution

Year granted

Major(s)

Number of credits earned beyond highest degree

Graduate coursework, experience, and/or additional training pertaining to the Minnesota State Mankato Concurrent Enrollment course(s) you wish to teach:

