



September 2009

Welcome Back Issue

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A Staffing Change

Effective September 1, 2009, Jane Lindberg is the secretary for the Early Enrollment Program. Jane, formerly the executive assistant to Dr. John Nazarian, will share her time with the EEP and with Holly Shadoian, the Rhode Island College Interim Assistant Vice President of Academic Affairs. You may still reach the EEP Office at 456-8857. When you do call, please welcome Jane to our program.

Judith Humphrey, whom many of you have come to know well through phone and email contacts, is now the secretary for Continuing Education and its Interim Director Dante Del Giudice. Jude began working at RIC in November, 2000 and the EEP, specifically, in April, 2004. We thank her for her dedication to us and to our program and wish her well in her new "home" at the Kauffman Center.



North Providence High School

Art 201: Visual Arts in Society

YOUR EEP NEWSLETTER

Our first electronic newsletter was received well by so many EEP instructors and Onsites. A special "thanks" to those of you who took time from your busy schedules to send us your thoughts on our first try!

We intend for this newsletter to be a means by which we can keep you posted on "what's going on in EEP"; equally as important, we want to hear from you. Please email us with your suggestions for information which we might include. We have no way of knowing what is going on in your school with EEP like awards for a teacher or students; retirements; and special projects/guest speakers in the

EEP class. Would you like to see a special column devoted to a specific topic? Do you have an idea for our yearly EEP conference?

We know that everyone is very busy, especially at this time of year, but it would only take a few minutes to email us with your information, comments and suggestions, and we would appreciate your input!

Our next issue of the EEP Electronic Newsletter will be sent at the end of the first semester, mid-January 2010.



“The academic intensity of the student’s high school curriculum still counts more than anything else in precollegiate history in providing momentum toward completing a bachelor’s degree.”

US Department Education, February 2006 “From the Toolbox Revisted: Paths to Degree Completion from High School Through College”

February, 2009

ATTENTION ALL ONSITES—IMPORTANT INFORMATION

- PLEASE call (401-456-8857) or email (eep@ric.edu) the EEP Office as soon as possible to book an Orientation visit. Have two to three dates and times available. Associate Directors, Marianne Gianfrancesco and Susan Poor will contact you to confirm a date and time. We strongly request that you have **ALL** EEP candidates meet for a 40 minute presentation. This is the most efficient and least time consuming way to conduct an Orientation visit. Let us know when you call/email to schedule if this request **is not** suitable for your needs! **IMPORTANT: You will be receiving a Confirmation Sheet in a back-to-school mailing from Jay DiSandro, EEP Director, listing all EEP classes running at your school for 2009-2010. PLEASE be sure this information is accurate BEFORE the Orientation visit takes place!**
- PLEASE remember that if there is a new teacher or new course which needs to be approved, all materials must be sent to the EEP office **NOT** to the college liaison. Prospective teachers must submit (1) a resume, (2) a syllabus, and (3) a copy of undergraduate AND graduate transcripts. A teacher **MUST** be approved before an Onsite will be given a call number for the course, and students will need these call numbers for each class in order to register!
- A new EEP Policy Handbook is ready for distribution. Susan Poor and Marianne Gianfrancesco will have sufficient copies for you and the EEP instructors when they visit your school for the Orientation visit; there is also a new brightly colored Registration Form; please be sure that **EVERY** teacher receives a copy!

ATTENTION ALL INSTRUCTORS

WELCOME BACK TO SCHOOL!!

We hope the summer has been a personally and professionally rewarding one for you and that the upcoming year brings you many reasons to be thankful that you’re in the classroom. We have a few requests from you which will make the details of running EEP smoother for all of us:

- You should receive a copy of the updated EEP Policy Handbook; they will be distributed to Onsites during the Orientation visit. Contact your Onsite if you do not receive one!
- Distribute a copy of your course syllabus to all students ASAP, and request that they keep it in a “safe” place for further reference.
- Please be sure that you’ve submitted a 2009-2010 syllabus for all courses you’re teaching this year and a resume if you have not updated yours in the last two years; your students will not receive a Call Number for your class unless you have submitted these materials, and they cannot register without a call number!

EEP Retirements

Our office has been notified that the following EEP Instructors and Onsite Coordinators retired at the end of the 2009 school year. We extend our congratulations and best wishes to them. We also want to thank them for their contributions to our concurrent enrollment program.

Doug Carr — South Kingstown High

Beth Casagrande - South Kingstown High

Randall Dimock—South Kingstown High

Barbara DiPardo—Woonsocket High

Roland Doucette—Tolman High

Sandy O’Brien—Narragansett High

Caroline Ricci—Lincoln High

Karen Windley—South Kingstown High



Congratulations

New Bedford High School is the latest high school to join the EEP. Mr. George Crook, who was an EEP Physics instructor for many years at Tiverton High, has taken his "Approved" status and syllabus with him to New Bedford High. Welcome back, George, and thank you for introducing EEP to New Bedford High School students!

The following teachers have been approved as the newest EEP Adjunct Instructors:

- Anne Marie Fayan/Mt. Hope/Math 212
- Sasha Friedman/Barrington/Economics 200

Congratulations Continued...

- Diane Morel/St. Mary Academy—Bay View/History 202
- Stephanie Otilege/South Kingstown High/Physics 101 & Physics 102

It is exciting for us to have so many new EEP instructors in the program. We are currently awaiting the approval of additional EEP instructors and will keep you updated in the next issue!

Returning EEP Instructors

For various reasons, some EEP instructors have been inactive —some for a short period of time, some for much longer. We are thrilled to learn recently that the following instructors will be teaching EEP courses, once again, for the 2009-2010 school year .

PILGRIM HIGH—Ornella Fava/Italian 113; David Fisher/Math 212; Coleen Griffith/Spanish 113 and JoAnn Phillips/Music 201

- Lou Gerbi/Seekonk/Physics 101 & Physics 102
- Lee Ann Haines/St. Mary Academy—Bay View/History 202
- Dominique Jacques/North Attleboro / Chemistry 103 & Chemistry 104
- Dennis Kennedy/St. Mary Academy-Bay View/History 202
- Joseph Kuffrey/Lincoln/Math 212
- Deidre London/Cranston West/ Chemistry 103 & Chemistry 104

Our Newest Onsites!

We extend our greatest appreciation to the following individuals who have agreed to assume the responsibilities of Onsite Coordinator when retirements left the position open in their schools!

Narragansett High—Steven Pinch

North Providence High—Russell Paone

Woonsocket High—Suzanne Walker

SOUTH KINGSTOWN HIGH— Dr. Gail Canepa/Spanish 113

TIVERTON HIGH—Patricia Busse/ Chemistry 103



“Concurrent enrollment programs provide academic challenges for high school students and also provide a strong foundation for career and technical education”

Education Week

October, 2007



Bishop Hendricken

High School

Biology 102:

Introductory

Biology II

General Program Notes

There are some IMPORTANT program policies which are now in place, and we need your assistance in implementing and complying with them to make the Early Enrollment Program run smoother for ALL of us!

1. Effective this year, there will be new registration forms; they are a bright, canary yellow and cannot be confused with the former white registration forms. It is vitally important that every student complete one of these forms this year. PLEASE destroy all other registration forms! These forms will be part of the package of materials the Associate Directors will have with them the day of the visitation.
2. There is a newly updated EEP Policy Handbook. On the day of the visitation, the Associate Directors will have one for every teacher and the building Onsite; we are depending on the building Onsite to distribute the handbook to all instructors. Any instructor NOT receiving a newly edited handbook should see the building Onsite for his/her copy.
3. There has been a serious issue with students incorrectly recording CALL NUMBERS for courses on the registration forms; this oversight results in hours on our part to rectify the problem. Both EEP instructors and Onsite Coordinators should be vigilant that students are recording the correct call numbers for a course! Teachers and Onsites SHOULD NEVER RECYCLE A CALL NUMBER FROM A PREVIOUS YEAR; the numbers change yearly!
4. It has become increasingly important that students refer on their college applications and teachers refer on the course syllabus to the course title by its official RIC name. Please see the course descriptions at the end of the Policy Handbook for this information. For example, a high school might refer to an English class as "Honors English", but the use of that title is inappropriate on a college application or course syllabus; the official title should be English 113: Approaches to Drama or English 117: Approaches to Global Literature. Please call (401-456-8857 or email (eep@ric.edu) our office, refer to our webpage (ric.edu/eep), or read the Course Descriptions at the end of the Policy Handbook if you need assistance.
5. Teachers are required to create a syllabus which reflects one which any instructor on campus would distribute. The course description should reflect the tenor of the one in the Policy Handbook, taken directly from the RIC Course Description Sheet; there should be no references to Advanced Placement, State Standards or building policies, as none of that information would exist on the syllabus of a RIC instructor.

THANK YOU FROM THE EEP STAFF