

2019 – 20 Quick Guide to Course Requirements and Related Policies

For more information visit the CIS website at www.ccaps.umn.edu/cis or by calling the CIS office at 612-625-1855.

1. **Class composition:** 75% of students participating in a U of M course offered through CIS must be enrolled for U of M credit. Up to 25% may be enrolled for high school credit only. This requirement is critical to ensuring that the course functions at the University level.
2. **Entry Point Project:** 60% of the students enrolled in an Entry Point Project course need to be from one or more of the following target student populations:
 - In the academic middle (between the top 50% and the top 20% of their class)
 - multilingual/ELL
 - members of racial or ethnic minorities
 - first-generation college-bound students
 - from families of low to moderate income
3. **Student eligibility criteria:** Students enrolled for U of M credit need to meet eligibility criteria set by the faculty coordinator on behalf of the department owning the course. Student eligibility criteria are meant to facilitate selection of appropriate students by teachers, counselors, or administrators—or self-selection by students; however, if there is any question about whether or not a student is prepared for the rigor of the University course, the decision rests with the CIS teacher in consultation with the U of M faculty coordinator. CIS teachers may override eligibility criteria in cases where they have reason to believe the student could do well in the U of M course.
4. **Class size caps:** CIS teachers and schools are required to observe the same class-size limits as are used in discussion sections on the University campus; these limits are set by the academic departments that own the courses—not by CIS. Students taking the course for high school credit only as well as those taking the class for University credit are to be counted equally for the purposes of measuring class size. When enforcing class caps, CIS looks for a pattern of over-enrollment over a two-year period. If sections are repeatedly over-enrolled schools risk losing the option to offer the course.
5. **Student credit load per term:** Typical full-time undergraduate enrollment at the U of M is 15 credits per semester. The credits for year-long courses are counted into both fall and spring term credit loads. Students who wish to take more than 15 credits per term require CCE Scholastic Committee approval. Contact Jennifer Koontz (koont001@umn.edu) for more information and assistance with this process.
6. **9th and 10th grade students:** Legislation now makes it possible for schools to offer certain college courses to class sections composed entirely of young students. If you are considering the option, contact Jan Erickson at CIS (j-eric1@umn.edu) well in advance of offering it. CIS will need a signed agreement from the department that owns the course in order to offer it for U of M credit to this student population. Currently, the following departments have agreed to provide the option: Chinese, Japanese, Greek and Latin.
7. **Student field day participation:** Although most courses available through CIS hold on-campus student field days, student and teacher participation is required for only a few, which are noted in this Quick Guide.
8. **Teacher professional development participation:** CIS teachers are required to participate in all UMN-sponsored professional development for their cohort the summer prior to each academic year in which they will be teaching a UMN course. They are also required to participate in two to three days of UMN-sponsored professional development for their cohort during each academic year in which they are teaching a UMN course.

If they teach every other year or on an irregular schedule, teachers in a few cohorts are also required to attend professional development events during their non-teaching years. These cohorts are noted in this Quick Guide. Other teachers who teach a UMN course every other year are strongly encouraged, but not required, to also attend during non-teaching years.
9. **Combining the University course with Advanced Placement test prep:** Former CIS students often present a course syllabus to gain recognition for U of M credits earned through CIS. Because of this, it's important that syllabi clearly identify courses as U of M courses. As long as the content of the U of M course is fully and completely covered, teachers are free to include additional material, including content necessary to prepare students for the AP test.

On the syllabus, a course should be identified only as a U of M course. Courses offered through CIS are not CIS courses, UMN/AP courses, CIS/AP courses, or UMN/CIS courses. Please identify the course as a U of M course, and use the University's designator and title.
10. **Foreign exchange and international students** generally cannot enroll for U of M credit in courses offered through CIS. See page 25 of the Policy Guide ([link below](#)) for information about the specific types of visas that are affected by the law.

EDUCATION

U of M course title and designator; U of M semester credits	Student eligibility and prerequisites	Class size limit and other considerations	Accepting instructor applications
<p>Exploring the Teaching Profession I (EDHD 3001); 2 credits</p> <p>Exploring the Teaching Profession II (EDHD 3002); 2 credits</p>	<p>Junior or senior with a class rank in the top 50%. Not open to 9th or 10th graders. Eligibility criteria may change as a result of what is learned during the pilot period.</p> <p>Entry Point Project courses: 60% of the students must also belong to one of the targeted audiences for the Entry Point Project (see p. 1 of guide).</p>	<p>Class size limit: 25</p> <p>EdHD 3001 is a prerequisite for EdHD 3002. Students do not need to take both courses. Each course must be taught over a full semester in order to complete the service-learning component.</p>	Yes

ENGLISH AND COMMUNICATIONS

<p>Introduction to Public Speaking (COMM 1101); 3 credits</p>	<p>Junior or senior with a class rank in the top 50%. Not open to 9th or 10th graders.</p>	<p>Class size limit: 27</p> <p>Teachers applying to offer this course in any term shorter than a semester must speak first with faculty coordinator Diane Odash (odas0002@umn.edu) to determine if their proposed schedule will work.</p>	No, unless applicant will replace a current CIS teacher
<p>Introduction to Literature: Poetry, Drama, Narrative (ENGL 1001W); 4 credits</p>	<p>This is an intensive course requiring substantial reading, writing and critical thinking throughout the semester. Decisions about admitting students reside with the CIS instructor, in collaboration with the U of M faculty coordinator.</p> <p>Students must be seniors. Juniors are allowed only with the approval of the CIS instructor and the faculty coordinator, but are strongly advised to wait until they are seniors. Not open to 9th or 10th graders. Students must also meet ONE of the two following additional qualifications:</p> <ul style="list-style-type: none"> • Have a cumulative GPA in previously-taken English courses that exceeds a 3.25, or • Be in the top 20% of her/his high school class. <p>AND be able to demonstrate to the CIS instructor ONE of the following</p> <ul style="list-style-type: none"> • The reading and writing skills necessary for success in the course, or • A passion for reading and writing about literature. 	<p>Class size limit: 25</p> <p>Teachers who teach this course every other year are required to attend UMN-sponsored professional development events for their cohort during their non-teaching years as well as during years when they teach the UMN course.</p>	No, unless applicant will replace a current CIS teacher
<p>Writing Studio (WRIT 1201); 4 credits</p>	<p>Juniors or seniors who can show a pattern of consistent attendance at school. Also open to 9th or 10th graders, but only with teacher permission. The student must also meet one of the following additional criteria:</p> <ul style="list-style-type: none"> • A 3.0 GPA or better, OR • Has completed the ACT or PLAN with reading and writing scores considered sufficient by the instructor, OR • Has the recommendation of the teacher or counselor. <p>Entry Point Project course: 60% of the students must also belong to one of the targeted audiences for the Entry Point Project (see first page of this guide).</p>	<p>Class size limit: 22</p> <p>Field day participation required.</p>	Yes
<p>University Writing (WRIT 1301); 4 credits</p>	<p>Senior status required; students must be in the top 20% of their class or have teacher permission to participate. Not open to 9th or 10th graders. Exceptional 11th graders may enroll, with prior approval of CIS instructor and U of M faculty coordinator.</p>	<p>Class size limit: 24</p>	No, unless applicant will replace a current CIS teacher

SOCIAL SCIENCES

U of M course title and designator; U of M semester credits	Student eligibility and prerequisites	Class size limit and other considerations	Accepting instructor applications
<p><i>(Applied Economics)</i> Principles of Microeconomics (APEC 1101); 4 credits Principles of Macroeconomics (APEC 1102); 3 credits</p>	<p>Intensive courses that require substantial reading, math, and critical thinking throughout the semester. Students enrolling in APEC 1101 and APEC 1102 must be juniors or seniors who meet at least ONE of the following:</p> <ul style="list-style-type: none"> • Earned a B or better in a rigorous high school algebra 2 course, OR • Have a cumulative GPA that exceeds a 3.25, OR • Be in the top 20% of his/her high school class, OR • Have teacher and faculty coordinator approval. <p>Students enrolling in APEC 1102 must also have taken APEC 1101 or equivalent. Not open to 9th or 10th graders.</p>	<p>Class size limit: 27 Teachers who teach this course every other year are required to attend UMN-sponsored professional development events for their cohort during their non-teaching years as well as during years when they teach the UMN course.</p>	<p>Yes, for APEC 1101; APEC 1102 is being phased out.</p>
<p><i>(Multidisciplinary Social Science)</i> Introduction to African American Studies (AFRO 1011); 3 credits</p>	<p>Student assessment is not strictly determined by reading and writing strength although these areas are important. A range of learning styles is validated so there is some flexibility for assessing student strengths and qualifications. Students should be juniors or seniors in high school AND meet at least TWO of the following additional requirements:</p> <ul style="list-style-type: none"> • Rank in the top 50% of their high school class, OR • Demonstrate strength in visual, written, and/or oral learning styles to the CIS teacher, OR • Demonstrate reading and writing proficiency to the CIS teacher. <p>Not open to 9th or 10th graders.</p>	<p>Class size limit: 25 This course is not an Entry Point Project course. However, like the Entry Point Project, the African American Studies department is especially interested in working with schools and teachers that will actively promote AFRO 1011 to a diverse group of students. Teachers who teach this course every other year are required to attend UMN-sponsored professional development events for their cohort during their non-teaching years as well as during years when they teach the UMN course. Must be taught over a semester or longer.</p>	<p>Yes</p>
<p><i>(American History)</i> Authority and Rebellion: American History to 1865 (HIST 1307); 3 credits Global America: U.S. History Since 1865 (HIST 1308); 3 credits</p>	<p>Intensive U of M courses that require substantial reading and writing throughout the semester. Students enrolling in HIST 1307 or 1308 must be juniors or seniors and meet at least ONE of the following additional qualifications:</p> <ul style="list-style-type: none"> • Have a cumulative GPA in recent social science courses that exceeds a 3.25, OR • Be in the top 30% of his/her high school class, OR • Be able to demonstrate sufficient strength in the necessary reading and writing skills to the CIS instructor. <p>Not open to 9th or 10th graders.</p>	<p>Class size limit: 30 Teachers who teach this course every other year are required to attend UMN-sponsored professional development events for their cohort during their non-teaching years as well as during years when they teach the UMN course.</p>	<p>Yes</p>
<p><i>(Political Science)</i> American Democracy in a Changing World (POL 1001); 4 credits</p>	<p>Intensive course that requires substantial reading, writing, and critical thinking throughout the semester. Students must be juniors or seniors who meet at least ONE of the following additional qualifications:</p> <ul style="list-style-type: none"> • Have a cumulative GPA in recent social science courses that exceeds a 3.25, OR • Be in the top 20% of his/her high school class, OR • Demonstrate strength in the necessary reading and writing skills. <p>Exceptional 10th graders may enroll, with approval of CIS instructor and U of M faculty coordinator.</p>	<p>Class size limit: 30</p>	<p>Yes</p>
<p><i>(Psychology)</i> Introduction to Psychology (PSY 1001); 4 credits</p>	<p>Junior or senior with a class rank in the top 20%, or instructor approval; previous coursework in HS psychology or HS biology, and reading score review are recommended. Open to 9th or 10th graders, with teacher permission.</p>	<p>Class size limit: 25 The textbook in this course is expected to change for fall 2018.</p>	<p>Yes</p>
<p><i>(Multidisciplinary Social Science)</i> An Interdisciplinary Look at the Family in Multicultural America (FSOS 1211); 4 credits</p>	<p>Junior or senior. Not open to 9th and 10th graders. Entry Point Project course: 60% of the students must also belong to one of the targeted audiences for the Entry Point Project (see first page of this guide).</p>	<p>Class size limit: 30</p>	<p>Yes</p>

WORLD AND CLASSICAL LANGUAGES

U of M course title and designator; U of M semester credits	Student eligibility and prerequisites	Class size limit and other considerations	Accepting instructor applications
Beginning Modern Chinese (CHN 1011/1012); 6 credits each	Jr. or Sr., placement exam, and teacher recommendation. 9 th and 10 th graders must also be in the top 10% of their class. Students enrolling in CHN 1012 must have taken CHN 1011.	Class size limit: 20	Yes
Intermediate Modern Chinese (CHN 3021/3022); 5 credits each	Junior or senior, placement exam, and teacher recommendation. 9 th and 10 th graders must also be in the top 10% of their class. Students enrolling in CHN 3021 must have taken CHN 1012 or have instructor permission. Students enrolling in CHN 3022 must have taken 3021 or have instructor permission.	Class size limit: 20	Yes
Intermediate French (FREN 1003/1004); 5 credits each	Junior or senior. Students enrolling in 1003 must have at least 3 years, and ideally 4 years, of high school French or equivalent proficiency. Open to 9 th or 10 th graders, with teacher permission. Students enrolling in 1004 must have taken 1003 or have instructor permission.	Class size limit: 24	Yes
Intermediate German (GER 1003/1004); 5 credits each	Junior or senior. Generally students will have completed 2 to 3 years of high school German before enrolling in 1003. Open to 9 th or 10 th graders, with teacher permission. Students enrolling in 1004 must have taken 1003 or have instructor permission.	Class size limit: 26	Yes
Beginning Classical Greek (GRK 1001/1002); 5 credits each	Junior or senior. Students enrolling in 1001 must have instructor approval. Open to 9 th or 10 th graders, with teacher permission. Students enrolling in 1002 must have a grade of at least C- in 1001 or instructor approval.	Class size limit: 22	Yes
Beginning Hebrew (HEBR 1001); 5 credits	Junior or senior, with instructor approval. Open to 9 th or 10 th graders, with teacher permission.	Class size limit: 30	No, unless applicant will replace a current CIS teacher
Beginning Hebrew (HEBR 1002); 5 credits Intermediate Hebrew (HEBR 3011/3012); 5 credits each	Junior or senior. Open to 9 th or 10 th graders, with teacher permission. Students enrolling in 1002, 3011, or 3012 must have a grade of at least C- in previous course in the series or have instructor approval.	Class size limit: 25	No, unless applicant will replace a current CIS teacher
Advanced Modern Hebrew (HEBR 3090); 3 credits	Junior or senior. Open to 9 th or 10 th graders, with teacher permission. Students enrolling in HEBR 3090 must have taken 3012 or have instructor approval.	Class size limit: 25	No, unless applicant will replace a current CIS teacher
Beginning Japanese (JPN 1011/1012); 5 credits each	Junior or senior, with instructor approval. Exceptional 10 th graders may enroll, with approval of CIS instructor. Students enrolling in 1012 must have taken 1011 or have instructor approval.	Class size limit: 20	Yes
Intermediate Latin Prose/Poetry (LAT 3003/3004); 4 credits each	Junior or senior, with instructor approval. Open to 9 th or 10 th graders, with teacher permission. Generally students have completed 3 years of Latin, including a comprehensive grounding in Latin grammar and syntax, before enrolling in LAT 3003. Experience reading Latin literature is helpful. Students enrolling in 3004 must have a grade of at least C- in 3003 or the approval of the department.	Class size limit: 22	Yes
Intermediate Spanish (SPAN 1003/1004); 5 credits each	Junior or senior. Open to 9 th or 10 th graders, with teacher permission. Generally students will have successfully completed 4 years of HS Spanish with an average GPA of 3.00 or better (in the prior Spanish classes) before enrolling in SPAN 1003. Students enrolling in 1004 must have taken 1003 or have instructor permission.	Class size limit: 25	No, unless applicant will replace a current CIS teacher

MATHEMATICS

U of M course title and designator; U of M semester credits	Student eligibility and prerequisites	Class size limit and other considerations	Accepting instructor applications
College Algebra through Modeling (CI 1806); 3 credits	Junior or senior who meets at least ONE of the additional qualifications: <ul style="list-style-type: none"> • Earned C+ or better in H.S. Algebra I and II classes, OR • Successfully completed three years high school math, OR • Satisfactory placement test score, OR • Instructor permission Entry Point Project course: 60% of the students must also belong to one of the targeted audiences for the Entry Point Project (see first page of this guide). Open to 9 th or 10 th graders.	Class size limit: 35	No, unless applicant will replace a current CIS teacher
CSE Calculus I (MATH 1371); 4 credits	Junior or senior who has earned A or A- in rigorous pre-calculus class. Background in pre-calculus, geometry, and visualization of functions/graphs, or teacher recommendation; familiarity with graphing calculators recommended. Open to 9 th or 10 th graders.	Class size limit: 28 This course is typically taught over an entire high school academic year.	Yes
Introduction to Basic and Applied Statistics (EPSY 3264); 3 credits	Students must be juniors or seniors in high school and have successfully completed (B+ or higher) a high school algebra course. Not open to 9 th or 10 th graders.	Class size limit: 30 This course can be taught over an entire high school semester or academic year.	Yes

SCIENCES

Introductory Animal Science (ANSC 1101); 4 credits	Junior or senior with class rank in the top 50%. 9 th and 10 th graders must be in the top 20% of their class and have teacher permission to participate.	Class size limit: 36 Field day participation required to provide students with an opportunity to complete lab activities that cannot be completed in the high school.	Yes
Human Physiology, Technology, and Medical Devices (BIOL 1015); 4 credits	Junior or senior who has earned a B or better in rigorous high school chemistry course. Not open to 9 th or 10 th graders.	Class size limit: Capacity of lab This course is typically taught over an entire high school academic year.	No, unless applicant will replace a current CIS teacher
Introductory College Physics I (PHYS 1101W); 4 credits	Junior or senior who has earned a B or better in rigorous high school algebra2/trig course (or equivalent) AND completed prerequisite courses in high school algebra, plane geometry, and trigonometry. Exceptional 10th graders may enroll, with approval of CIS instructor and U of M faculty coordinator.	Class size limit: 25	Yes
Physics by Inquiry (CI 1563); 4 credits	Junior or senior who has earned a passing grade in an Algebra I course. Not open to 9 th or 10 th graders. Entry Point Project course: 60% of the students must also belong to one of the targeted audiences for the Entry Point Project (see first page of this guide).	Class size limit: 24	Yes
Climate Crisis: Implementing Solutions (EE 1701/1703); 4 credits	Junior or senior who has earned a B or better in at least one rigorous science course such as physics, chemistry, environmental science, earth science, or biology AND has earned a B or better in at least one upper level math course such algebra 2/trigonometry, pre-calculus, calculus, modeling, probability, or statistics. Not open to 9 th or 10 th graders.	Class size limit: 30 Teachers applying to offer this course in any term shorter than a 15-week semester must speak first with faculty coordinator Bill Robbins (robbins@umn.edu) to determine if their proposed schedule will work.	Yes