



500 Wilcox Street, Joliet, Illinois 64035
815-740-3528 | education@stfrancis.edu

Memorandum of Understanding Dual Credit Courses EDUC 107 | EDUC 210 | EDUC 225

This Memorandum of Understanding is to confirm the agreement between the University of St. Francis (USF) College of Education (COE) and the partner school district, school, or education co-op (PARTNER) offering any/all of the following dual credit courses. *Please check all that apply.*

- ☒ Exploring the Teaching Profession (EDUC 107; 3 credit hours)
- ☐ Teaching in a Diverse Society (EDUC 210; 3 credit hours)
- ☒ Technology for Teaching & Learning (EDUC 225; 3 credit hours)

The district or school must provide a liaison. The liaison will be an individual other than the course instructor(s), allowing for two points of contact.

PARTNER LIAISON INFORMATION

Phil
First Name

Pakowski
Last Name

Assistant Superintendent for Curriculum
Position or Title

815-521-4384
Phone

ppakowski@mchs.net
Email

The PARTNER must recommend potential course instructors. Instructors for dual credit course(s) must have appropriate credentials, meet qualifications (master's or terminal degree in education, dedication to professional growth, excellent interpersonal and communication skills, and commitment to best practices in teaching and learning), and be approved to serve as an adjunct faculty member by USF.

Instructors are required to participate in course implementation support provided by USF/COE course coordinator at least two (2) times per year. USF/COE course coordinator will provide course instructors with an orientation in the course curriculum, assessment methods, course resources, and administrative requirements prior to beginning a course and support throughout the USF dual credit class.

Instructors must confirm a list of students with the process for USF course registration and share (1) USF catalog information including administrative policies (e.g., grading policies, add/drop policies, etc.) and (2) a USF course syllabus.

Dual credit enrollment for USF education courses is open to junior and senior students (sophomore students may be admitted with counselor recommendation) with a minimum grade point average of 2.75. In addition, students accepted for USF credit must demonstrate readiness for college-level work, a high level of motivation, and adequate time to devote to studying a college level course. *Students who do not meet the grade point average requirement or other criteria may enroll to earn high school credit only.*

Memorandum of Understanding

Dual Credit Courses EDUC 107 | EDUC 210 | EDUC 225

Course(s) must utilize the USF syllabus, summative assessments, and include an internship component for EDUC 107. Any course modifications must be approved by the COE prior to implementation.

PARTNER will provide students with internship experiences that support course outcomes. Please note that an internship is required as part of EDUC 107, but additional field experiences are recommended whenever possible for all courses.

PARTNER will arrange to secure (or provide enrolled students with necessary information to purchase/rent) required course textbooks if applicable.

USF and high school course grades are considered separate and distinct. Assignment of grades for USF must follow the criteria outlined in the USF syllabus. Initial and mid-term attendance as well as final USF grades must be entered into the USF portal system by the course instructor per due dates aligned with the USF academic calendar.

USF will charge a fee of \$50.00 per student per course. USF will not compensate the instructor.

Use of USF's logo or name and all marketing/recruitment materials for the course must be approved by USF prior to distribution.

Course arrangements will be reviewed annually by USF and the PARTNER to determine if they are meeting the needs of all stakeholders. The MOU will be adjusted as needed and signed each year by USF COE dean and the superintendent or chief academic officer.

Please complete the following information to confirm that you, as superintendent or chief academic officer, agree to the terms of this Dual Credit Course Memorandum of Understanding.

ADMINISTRATOR INFORMATION

Phil
First Name

Assistant Superintendent for Curriculum
Official Title

815-521-4384
Phone

2026-2027
Academic Year

Pakowski
Last Name

Minooka Community School District 111
District or School Name

ppakowski@mchs.net
Email

2/2/26
Date of MOU Submission

COLLEGE OF EDUCATION


Erin Evans, Ed.D.
University of St. Francis
Acting Dean, College of Education

2/2/26
Date of Agreement