You are the missing piece
Operational Overview
Students are professionally instructed incorporating a rigorous curriculum provided by Texas Tech University Independent School District (TTUISD). The curriculum consists of courses in Literature, Writing, Speech, Government, Economics, and US History. Through this program, students will develop skills to equip them for future academic success in contexts such as job interviews, undergraduate and graduate programs.

Credits earned through the student's local school curriculum may be transferred as valid credits towards a Texas High School Diploma if after evaluation and validation, they are found to correspond to the Texas Education Agency curricular criteria. The sum of credits taught in both the Texas and student's local school curriculum will total the number of credits mandated by TEA's graduation requirement – (6.0 TTUISD Credits + 20 Transferred Credits = 26 Credit for Graduation.)

Recommendations

Preparation
TTUISD courses are developed as “on grade-level” curriculum and are designed for students with a written, oral, and comprehensive understanding of the English language. It is strongly recommended that students have a solid English language background. If their background is lacking in intensive academic English, it is recommended to begin supplementing their local curriculum with TTUISD Elementary and Middle School Courses or any English (ESL) curriculum through local resources. All of which would be prior to taking the TTUISD Entrance Exam.

Student Selection/Identification Process
It is critical for student success, that each school utilizes a selection process that will identify potential students.

The first part of this process is administering the mandatory TTUISD entrance exam. This exam measures reading comprehension and writing skill levels in the English language. TTUISD will provide this entrance exam and materials to schools.

TTUISD also highly recommends that students possess certain attributes in order to be successful in this rigorous program. Students should be:

- independent, self-motivated learners
- organized and structured
- able to manage their time

Preferred Classroom Setup
Students should be placed in groups and assigned a bilingual tutor(s). (TTUISD recommends a 12:1 student to tutor ratio.) The student to tutor ratio will depend on many variables: the number of students, the number of tutors, the number of computers available to the students, the size of the classroom, the amount of time allocated for classroom instruction, the teaching experience of the tutor, etc.

Tutor Responsibilities
Tutors are bilingual guides who assist the students in successfully navigating the TTUISD coursework and Diploma Program. There are several areas where the tutor will be essential and others that the tutor will need to avoid.

A tutor’s assistance is appreciated with:

- The initial login process
- Course management and uploading documents
- Vocabulary assimilation techniques (dictionary skills, word search, synonyms, etc)
- Utilizing appropriate resources (Owl Purdue Writing, online tutoring, etc.)
- Setting up a Course Completion calendar
- Establishing appropriate classroom procedures
- Facilitating time management skills
- Communicating with TTUISD liaisons
- Encouraging students to complete their work and stay on schedule

We ask tutors to avoid:

- Doing the work for the student
- Revising or editing any of the TTUISD course materials
- Contacting the TTUISD teacher, unless the teacher has contacted them
- Providing answers, resources or teaching aides during quizzes or tests

Basic Course Information

Course Length
Students have six months from their enrollment date to complete the course. Students should spend approximately one hour per day, per course (five hours per week per course) to gain the greatest benefit from the course content. Courses are a half credit (0.5) or the same as a semester in a US school.

Course Model
TTUISD courses are self-paced. The courses are designed to be a step-by-step system in which students can work at their own pace with the aid of TTUISD teacher feedback through the internal messaging system. We highly encourage communication between the TTUISD teachers and students. Constant guidance from the local bilingual tutors is a critical part of the program as well.

Online Learning Management Systems
Our Learning Management System (LMS) houses all TTUISD curriculum, course content and is used by the students to submit their lesson assignments and to take their exams.
TTUISD Teachers
Texas certified teachers are the official teacher of record and are responsible for grading all lessons and exams. TTUISD teachers have five calendar days to grade lessons and give assignment feedback, starting from the date the lesson was submitted by the student.

Final Exam
Each course has a final exam that will be taken with an approved proctor. It is required that students pass their exam with a 70% or above. That score is then calculated using a weighted average with the accumulative lesson grades to give an overall mastery grade.

Textbooks and Materials
All textbooks and materials are detailed within the introduction of each individual course. Textbooks can be included in the price of the course or the school may choose to purchase a classroom set of textbooks for each course.

State End of Course (EOC) Exams
In addition to required courses, students will complete EOC state exams assessed by the State of Texas Assessment of Academic Readiness (STAAR) program. These exams vary in terms of structure, objectives, types of questions and assessed content. The current EOC exams required for graduation are:

- English 1 (Reading and Writing),
- English 2 (Reading and Writing),
- US History (Contains topics on Economics and US Government)
- Biology (if the course is taken through TTUISD)
- Algebra 1 (if the course is taken through TTUISD)

Graduation
The TTUISD High School Diploma and Transcript will be issued by TTUISD only after the student has met the 26 Credit Graduation Requirement for the State of Texas by:

- Passing all required STAAR End of Course exams;
- Earning all the necessary credits from TTUISD;
- Earning all the necessary credits from the local Curriculum or any other TTUISD-approved transfer credits.

Technical Support
TTUISD Operations supports the International Partnership with two platform systems:

- SIS – Within our Student Information System (SIS), students are admitted into TTUISD. The SIS maintains our student demographic and course enrollment data.
- LMS – TTUISD’s Learning management System (LMS) delivers course materials. Students will access the course curriculum material via the SIS.

Admission Process
Students are admitted into TTUISD via our Student Information System (SIS). We require the following information for students to be admitted:

- Entrance Exam – Students will be required to pass an entrance exam. This exam is provided by TTUISD and assessed by TTUISD certified teachers.
- Student Demographic Information – This information consists of the name of the student, birthday, home address, e-mail address, and parent’s information. TTUISD provides the link for schools/students to begin the admission process.
- FERPA – FERPA allows parents to receive student information. If the students are over age 18, the parents will need the student’s consent to view their educational records. This document must be notarized and is provided by TTUISD.
- PGP – The PGP is the student’s Personal Graduation Plan. This is a State required document that allows TTUISD to indicate which Graduation Plan students will be utilizing. TTUISD provides this document.
- Photo ID-TTUISD - This process requires a notarized document identifying the student name and photo.

Enrollment Process
Students will be enrolled in courses when they have successful completion of the entrance exam and admission process described in the above documentation.

Begin Partnering with TTUISD
If you are ready to begin exploring the possibilities for your students to earn a Texas high school diploma, TTUISD is ready to assist.

- Find more information at www.ttuisd.ttu.edu/international, and
- apply at www.ttuisd.ttu.edu/international/Partner-School-Application-Form.php.

Contact Information
Department of International Partnerships
Email: ttuisd@ttu.edu

The information contained in this publication supersedes all prior publications. While every effort has been made to ensure accuracy in reporting courses, policies, and other statements within this publication, TTUISD reserves the right to make changes at any time without notice.
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