This handbook reflects the most current information about the AP4ME program at the time of publication. The University of Maine at Fort Kent reserves the right to revise, amend or change items set forth in this handbook from time to time. UMFK reserves the right to cancel course offerings, to set minimum and maximum sizes of classes, to change designated instructors in courses, and to make decisions affecting the academic standing of anyone participating in the AP4ME program.

Updated Mar 13, 2020
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Welcome

Dear AP4ME Instructor,

If you are new to the AP4ME Program, it is my pleasure to welcome you as a member of the AP4ME team, and to the University of Maine at Fort Kent. If you are a returning to the AP4ME Program, then I hope you find this AP4ME Instructor Handbook helpful as you navigate your year. AP4ME is an exciting Advanced Placement Program that provides college-level learning to high school students in all corners of the State of Maine. Your work in the program has and will continue to help more high school students in Maine to develop college aspirations and will provide students with a more affordable pathway to college all the while enhancing their high school experience.

The AP4ME Instructor Handbook is meant to be part of a broader orientation to our program for new AP4ME faculty. Please take the time to review this handbook carefully. It is meant to help guide you in all our processes. We also welcome you to contact our office with any questions you may have at any time.

We look forward to working with you.

Sincerely,

Scott Voisine, Ms. Ed. Dean of Community Education
Kirsten Thompson, MSc, AP4ME Coordinator
About the Program

Since 2007, AP4ME has addressed the lack of access to demanding, college-level courses by using online technologies to help offer such courses to every public high school student in Maine. The AP4ME program has become increasingly popular among high school students throughout the state by offering the opportunity to take Advanced Placement courses completely online, regardless of where they live or their school’s ability to support AP courses.

In 2017, the Maine Department of Education reached out to Community Education at UMFK to develop a cooperative agreement that would better serve the needs of high school students in the State of Maine.

It is the goal AP4ME to present a program that is both user-friendly and focused on student access and success, regardless of location in the state.

Students who participate in AP4ME are taught by Maine-certified teachers who receive extensive training, not only in their specific AP content area, but also in the pedagogy of effective online teaching. AP4ME provides teachers, students, and school mentors with significant support in the areas of integrating technology, effective online communication, and all aspects of teaching and learning related to an online course.
Understanding AP4ME and College Board

The College Board is a mission-driven not-for-profit organization that connects students to college success and opportunity. All AP4ME courses are approved and vetted through the College Board. Founded in 1900, the College Board was created to expand access to higher education. Today, the membership association is made up of over 6,000 of the world’s leading educational institutions and is dedicated to promoting excellence and equity in education. Each year, the College Board helps more than seven million students prepare for a successful transition to college through programs and services in college readiness and college success - including the SAT© and the Advanced Placement Program©. The organization also serves the education community through research and advocacy on behalf of students, educators, and schools. For further information, visit the College Board website at: https://apstudents.collegeboard.org/

There are many reasons to take AP courses and exams - students can save time and money in college, stand out in the admissions process, earn academic scholarships and awards, and build skills and habits that will allow them to succeed in their life after high school.

Student Eligibility

Any student who resides in a Maine school administrative unit and is being educated at the public expense in a public school, or a private school approved for tuition purposes can enroll in an AP4ME course free of charge. Homeschool students sponsored by a public school are also eligible to enroll free of charge.

AP4ME covers the cost of the course and all related books and materials.

AP4ME does not pay for the AP Exam.

UMFK is unable to award high school credit for AP4ME courses.
For the 2020-21 academic year, foreign or non-Maine resident exchange students are able to take AP4ME courses free of charge. Students must have a reliable internet connection and appropriate technology in order to be successful in online learning. Homeschool students registering for AP4ME courses must register through their local school.

Schools do not have a maximum number of students they can register in AP4ME courses, but schools are limited to five students per school per course. Students may take up to two AP4ME courses in one year. Students may not take both Calculus AB and Calculus BC within the same year.

**School Responsibilities**

The responsibilities of the sponsoring school include, but are not limited to:

- Providing a school mentor who will work with UMFK to support the student’s needs to be successful
- Making sure each student has access to technology requirements
- Scheduling time in the student’s day for online studies
- Accepting and applying credit earned, registering and making arrangements for students to take the AP Exam
**Online Learning**

Online students are required to be independent and self-motivated. Advanced Placement courses are more demanding than regular high school level courses and students should be prepared for a rigorous academic environment. When registering students, schools are expected to place students appropriately, confirming that the student is academically prepared to participate in an AP course. Students should refer to the “Is Online Learning for You” handout provided in this handbook to assess their preparedness for enrollment in an online course, and they are also encouraged to consult with their Guidance Counselor(s) and School Mentor for advice.

AP4ME courses mostly operate on a weekly schedule. Students have the flexibility to participate in course activities any time throughout the week, however there are scheduled due dates and deadlines for completing assignments and activities. While the asynchronous nature of online courses means students can “attend” classes free from the constraints of time or place, it is highly recommended that every AP4ME student has **time during the school day** dedicated to their online course.

**AP4ME Courses with Labs**

We prefer that students complete any lab component of their AP4ME courses at school, with teacher supervision. Students can complete labs at home, under parent supervision if no other choice is available, but instructors should provide safety instructions to students. Mentors should work with AP4ME instructors regarding needs or challenges.
**School Breaks/Vacations**

Students are expected to work throughout the year, except for major holidays. Information pertaining to course schedule and upcoming assignments will be posted in advance, so students are able to request schedule accommodations for family vacations, sports functions, etc... Any accommodations related to breaks/vacations are entirely up to the individual instructor.

*It is the student’s responsibility to make arrangements with their AP Instructor - not UMFK or the AP4ME school mentor.*

**Brightspace**

All AP4ME courses will be taught online using Brightspace. The entire University of Maine system will be transitioning to Brightspace as of September 2020 as the new online learning management system. This replaces the previous system, Blackboard. We are excited to offer Brightspace to our students as it is extremely user-friendly course management software and designed to function on a variety of computer and other e-learning interfaces.

**Student E-Mail**

In order to meet the academic and administrative needs of AP4ME, UMFK has established e-mail as the primary means of official communication to all AP4ME students. Students are required to activate and regularly monitor their official university-assigned e-mail account.
**Important:** It is a violation of University Policy for any user of official e-mail addresses to impersonate a University office, faculty/staff member, or student.

- Students are responsible for activating their assigned University e-mail account. Instructions for activation will be included with individual welcome letters.

- Students are expected to check their e-mail daily.

- Students should never use e-mail to communicate confidential or sensitive information. The University will never ask for student passwords.

**Reaching out to Classmates/Online Instructors**

AP4ME courses in Brightspace provides students with discussion boards to connect with other students enrolled in the same course. Instructors should encourage students to make use of these boards to connect with other students throughout the State.

**Struggling with Content and Interacting with the Online Instructor**

While there are many advantages to having access to coursework online, one of the things students struggle with the most is establishing a relationship with his/her online course instructor(s). Many times, students are uncomfortable letting the instructor know of scheduling conflicts, asking questions about grades, or asking questions about course content. Mentors are asked to help students craft those emails and to help them pursue further questions, if necessary.
The primary role of the AP4ME mentor is to help support the student in their online learning environment, not to serve as an additional instructor. AP4ME mentors should help students facilitate an email or phone conversation with their instructor to address their questions or point of confusion.

**Time Management**

Students are expected to schedule AP4ME courses into their regular school day. AP4ME courses are not meant to be “add-on” courses to a student’s already full schedule. AP4ME program courses require 8-10 hours’ time commitment per week outside of normal schoolwork. Students enrolled in AP4ME lab courses will be expected to spend additional time on lab work. UMFK will contact AP4ME mentors if a student has not logged in to his/her course in more than 7 days. It is difficult for students to catch up on AP coursework once he/she falls more than 3 or 4 class periods behind.

**Plagiarism**

There are many kinds of plagiarism and all are to be avoided. Copying information word for word is one form. Roughly paraphrasing another’s ideas without properly citing the original author is another. Today’s electronic sources make it easier to download material and present it as one’s own without making any or only minor changes. It is the responsibility of each student to become familiar with the definition of plagiarism and not commit this error out of ignorance. A first offense will result in a zero for the particular assignment. Second offenses will result in a meeting between the school, course instructor, student, and AP4ME staff where further corrective action will be planned. Many options are possible, up to and including removal of the student from the course.
**AP4ME School Mentors**

School mentors are a student’s lifeline between AP4ME classes and the local school. Each school that registers students must supply an on-site school mentor who provides feedback to the teacher, keeps students on task, and ensures the integrity of students’ work. Mentors help students establish expectations for their online course(s), monitor student progress, and keep in touch with instructors and support staff.

Only one school mentor per school is required, regardless of the number of students or the number of AP4ME courses in which those students are enrolled. School mentors will be provided with guidance on fulfilling their role. While school mentors are not required to be licensed teachers, they should be a school employee who is in the building on a regular basis. Please note, any time UMFK communicates with a student regarding his/her AP4ME enrollment, the AP4ME mentor will be included in the exchange.

**The Role of the AP4ME Mentor:**

- Mentors should meet with their students at the start of the year and help them activate their UMS account, log into Brightspace, and access their AP4ME course(s).

- Mentors will work with local technical staff and AP4ME support staff to ensure that all students in a course have access to necessary technological resources.

- AP4ME mentors will serve as a liaison between the student, high school, AP4ME instructors, and UMFK regarding student performance and progress.
• AP4ME mentors work directly with the student to dedicate time specifically to their AP4ME course responsibilities.

• Proctor any tests and exams that need to be administered locally.

• Follow AP4ME policies and procedures as stated throughout this handbook.

• Ensure that students are set up to take their AP Exam at their local school, or at another school. If the designated AP4ME mentor is not a guidance counselor, the mentor should work with the guidance department for this step.

• Help register students for next year’s courses (unless the guidance department takes care of this).

**Registration Process**

Students interested in AP4ME courses should connect with their guidance office. Guidance personnel, or designated AP4ME mentors, will have access to the online registration form. Homeschool students registering for AP4ME courses must register through their local school.

All registration forms must be completed by a school official. Registrations may not be completed by students or their parents/guardians.
Registration is an open process that begins in early April and will run until early August. Students are enrolled on a first-come, first-serve basis until the August deadline. Once a course reaches max capacity (30 students), students will be added to a wait list. AP4ME courses typically begin after Labor Day. For the 2020-21 academic year, AP4ME courses will run from September 6 through one week after the scheduled date of the AP exam specific to that course.

**AP Course Ledger**

The AP Course Ledger, located at: [https://apcourseaudit.inflexion.org/ledger/](https://apcourseaudit.inflexion.org/ledger/) lists secondary school courses offered worldwide that are authorized to include the AP designation when listed on a student’s transcripts. These courses are reviewed by the AP Program as part of the AP Course Audit for the academic years listed on the school’s authorized AP courses page. In the AP Course Ledger, AP4ME courses will be listed under the designation: AP4ME Rural U.

**The AP Exam**

Sponsoring schools are expected to register their AP4ME students to participate in the AP Exam. Students may not retake an exam within the same year. Students may, however, repeat an exam in a subsequent year. In this case, both scores will be reported unless the student requests that one be withheld or cancelled. All AP4ME students deserve a fair and uniform testing experience. All policies and procedures in regard to test security and administration are designed to protect the integrity of AP Exams and AP Exam scores, give all students equivalent opportunities to demonstrate their knowledge on exam day, and prevent any students from gaining an unfair advantage.

*AP4ME does not pay for AP Exam fees.*
If the College Board determines a student’s testing experience did not meet their standards for administering exams - even if this is not the student’s fault - they reserve the right to cancel that student’s AP Exam score. This is to protect the integrity of the AP Exam for all AP students, and to ensure the College Board can stand behind all scores submitted to colleges and universities for credit or advanced placement. When the College Board considers it appropriate, but not under all circumstances, students will be given the opportunity to retest.

Details about the College Board policies on test security and administration as well as plagiarism and falsification or fabrication of information can be found in the Bulletin for AP Students and Parents, available on the College Board website at: https://apstudents.collegeboard.org/about-ap-exams/bulletin-for-ap-parents-students. It is strongly encouraged each student enrolled in an AP4ME course read through this bulletin carefully before starting their AP4ME course.

The AP Music Theory and AP French or Spanish Language and Culture Exams requires students to record portions of the exam. There are several ways for recordings to be made and provided to the College Board. Please refer to the Recording Audio resource through the College Board at: https://apcentral.collegeboard.org/ap-coordinators/exams-special-prep/recording-audio.

For recordings, the College Board suggests having everything set up by April 1 in order to give students and proctors enough time to practice with the system before the AP Exam. For more questions regarding the AP Exam please refer to the Exam Taking Guidelines resource through the College Board at: https://apstudents.collegeboard.org/exam-policies-guidelines.

If the sponsoring high school is not a testing site, students and AP4ME mentors should contact AP Services. For students: 888-225-5427 or email apstudents@info.collegeboard.org. For K-12 educators: 877-274-6474.
AP4ME Online Provider Code for the AP Exam

AP4ME’s unique provider code is 120. On the AP Exam, students will need to indicate their AP4ME course(s) were online and fill in the online provider code for AP4ME in Item G of their answer sheet. This code is used in addition to the high school code and allows the College Board to share exam results with AP4ME.

Preparing Students for the AP Exam

- All students must read the current Bulletin for AP Students and Parents to become familiar with exam procedures, the importance of identifying their exam materials, exam security, etc.

- Students must know when and where to appear for the exams and what they should and should not bring to the exam. If you will be testing homeschooled students or students from other schools, remind them to bring a valid photo ID and their Student Pack.

- Let students know they will receive only one Student Pack and that they must use the AP number labels included in it for all their AP Exams. They may not share labels with anyone else.

- Remind students to keep their AP number so they can get their scores in July.

- Remind students of the importance of supplying consistent identification information on their registration answer sheet.

- Ask AP Biology, Calculus, Chemistry, Physics, and Statistics instructors to remind students of the calculator policies for these exams.
Grading: AP4ME uses a numerical grading scale. Local schools will apply that grading scale toward their own student’s transcript. Student grades are provided to the school mentor on a quarterly basis.

**Please note:** it is up to the sponsoring high school to determine how AP4ME courses count toward Proficiency-Based diplomas and to discern which standards the student has demonstrated proficiency. The syllabus provided by each AP4ME instructor and the more detailed resources on the AP Course Audit at: https://apcentral.collegeboard.org/courses/ap-course-audit should help align AP4ME courses with Maine Learning Results Standards.

**AP Scores**

The AP Exam score is a weighted combination of a student’s scores on the multiple-choice section and the free-response section. AP Exam scores are reported on a 5-point scale that indicates how qualified the student is to receive college credit and placement for their performance.

5 = extremely well qualified
4 = well qualified
3 = qualified
2 = possibly qualified
1 = no recommendation

AP Exam scores of 5 are equivalent to grades of A+ and A in the corresponding college course. AP Exam scores of 4 are equivalent to grades of A-, B+, and B in college. AP Exam scores of 3 are equivalent to grades of B-, C+, and C in college.
**College Credit**

With qualifying AP Exam scores, students can earn credit, advanced placement, or both at the majority of colleges and universities in the United States and Canada. Individual colleges and universities, not the College Board or the AP4ME Program, grant course credit and placement. Students should obtain a college’s AP policy in writing. This information is typically found through the institution directly or by using the AP Credit Policy Info search.

*Please note it is the responsibility of the sponsoring high school to accept and apply credit to a student’s high school transcript.*

**Getting/Sending AP Scores**

Students should sign up for a College Board account at: https://apstudents.collegeboard.org/. Students may already have an account if they’ve previously taken an AP Exam, registered for the SAT, or participated in other College Board programs. Scores are only available online, so students should make sure they are signed up for a College Board account and are able to log into their account successfully. After students have completed their exam they should check the AP Score website at: https://apscore.collegeboard.org/scores/ to find out when they can access their scores. Scores are typically posted in July.
Some scores take longer to process due to late testing or other special circumstances (e.g., late arrival of testing materials or extra time needed to match student records). If a student’s score is delayed, it will be indicated on their online score report. Once the score has been processed, students will receive an email letting them know scores have been updated. If scores are not available by September 1, students should contact the AP Services for Students.

**Becoming an AP4ME Instructor**

AP4ME instructors have a primary focus on highly effective pedagogy, student support, and high impact engagement to meet the needs of all learners. While AP requires a strong adherence to content, AP4ME instructors are also focused on student success, retention, and achievement. An AP4ME instructor possesses either a Master’s degree in the field of study or a Bachelor’s degree with a minimum of 5 years teaching experience. AP4ME instructors are also expected to hold Maine state secondary school teaching certifications, with the exception of previously retired Maine state teachers or college professors.

The types of preparation a student should have before entering an AP course vary from course to course and are described in the official AP Course Description book for each subject, available as a free download at [apcentral.collegeboard.com](http://apcentral.collegeboard.com).

**AP Course Audit**

To receive authorization from the College Board to label a course “AP”, AP4ME instructors without previous authorization for their courses must submit two documents related to the course:

1. Course Syllabus
2. AP Course Audit Form
The subject-specific AP Course Audit specifies the curricular and resource requirements that must be met in order to receive authorization to use the “AP” designation for a course. AP4ME administrators must approve and finalize the form before a syllabus can be reviewed. AP4ME instructors must create an AP Course Audit account and become familiar with the College Board’s requirements before teaching the AP course(s) for which they were hired.

**Course Syllabus**

All new AP4ME instructors must submit a copy of his or her syllabus outlining the course of study. Instructors can either build their syllabus using the guidelines provided on the AP Course Audit webpage (https://apcentral.collegeboard.org/courses/ap-course-audit) or they can adopt one of four sample syllabus given as examples for each AP course. Instructors who opt to use one of the four samples must follow the sample syllabus exactly as written. Deviating from the approved sample syllabus can result in dismissal from the AP program.

Returning instructors can use a previously approved syllabus through their course audit account. Instructors should use the Syllabus Development Guide specific to the AP course(s) they are teaching.

Before submitting a completed syllabus to AP4ME staff, all AP4ME instructors should review and use the AP Course Audit Syllabus Self-Evaluation Checklist.
Instructor Expectations specific to the AP4ME Program:

1. Instructors must create a course syllabus. The course syllabus and content must pass the College Board Course Audit.

2. Instructors must communicate and make clear in their course syllabus and other related materials what alignment course content has to the performance indicators and content area reporting standards of the Maine Learning Results.

3. Instructors must adhere to a philosophy of teaching that provides not only rigor and high expectations, but also a commitment to providing adequate supports and motivation for students to learn and succeed.

4. Instructors must provide regular, timely and substantive feedback to students regarding course assignments, assessments, and student progress. Instructors must also share such information with AP4ME student mentors and administrators on a regular basis.

5. Instructors will follow a four-quarter academic calendar.

6. Instructors will adhere to AP4ME quarterly gradebook processes, including reporting all grades as percentages and recorded grades by the quarterly deadlines. Individual schools can then convert these percentage grades into letter grades and include them on student’s transcripts as they see fit.
7. Instructors will adhere to all laws, standards, policies, guidelines, and best practices related to Advanced Placement through the College Board, the instructor’s content area, online teaching, working with students from rural areas, setting up plans to help struggling students, FERPA, student data privacy and accessibility (in particular the updates to Section 508 of the Rehabilitation Act of 1973).

8. Instructors will utilize electronic/digital texts and resources as the primary materials for the course.

9. Instructors will develop plans and instructional strategies that support all learning styles, which may include interventions from struggling students.

10. Instructors must understand the needs of rural learners.

11. Instructors will seek professional development and mentoring regarding online platforms (Brightspace), best practices in online pedagogies, and the use of various learning technologies as provided by the University of Maine at Fort Kent and/or the Maine Department of Education.

12. Instructors will participate in required course evaluation and assessment procedures prescribed by the University of Maine at Fort Kent, including student evaluation of courses.

13. Instructors must participate in training related to Personably Identifiable Information.
These expectations are outlined in the AP4ME Instructor Contract, which must be signed and returned before an instructor can begin teaching their AP4ME course(s).

All AP4ME courses will be taught using Brightspace, the course management software utilized by the University of Maine System. AP4ME instructors will need to have a University of Maine System account in order to access their course shell in Brightspace. To obtain an account, instructors must fill out and submit a Person of Interest (POI) form. A POI form will be sent to all newly approved instructors. Please note, approval can take several weeks, so it is recommended instructors return the POI form as soon as possible. AP4ME instructors are compensated for their time in twelve equal installments to be dispersed throughout the year.

**Noncompliance Policy:**

The expectations outlined in this handbook are subject to change. Any AP4ME instructors that fail to comply with their respective responsibilities will first be cited for noncompliance with a verbal warning, followed by a written warning. After three cited incidents of noncompliance, the University of Maine at Fort Kent reserves the right to terminate AP4ME instructor eligibility.

**Student Course Evaluations:**

The University of Maine at Fort Kent requires students to complete an evaluation for all UMFK courses. AP4ME instructors must conduct end-of-term student evaluations, which will be provided to students electronically before the end of the course. These evaluations are comprised of questions focusing on the content of the course and are not an evaluation of your teaching methods. The survey data is analyzed and used by UMFK for internal program and course improvement; it is not shared with high school administration. It is crucial that AP4ME instructors encourage their students to complete the end-of-term evaluation when it becomes available.
**AP Practice Exams**

Instructors may find AP Practice Exams available through the AP Course Audit website. These exam materials are available to all AP teachers but inaccessible to students and have strict usage guidelines. AP Practice Exams are not mandatory - it is the instructor’s choice to provide practice exams or not. Free resources that may be helpful:

1. Khan Academy - Clicking subjects at the top left will cause a drop down menu to appear with a variety of AP subjects listed.
2. Digital Maine Library - Choose the Learning Express Library. Instructors may have to navigate through, but this resource is free to register for Maine students.

**UMFK Student Services**

**Library**

AP4ME instructors, mentors, and students have access to over three million titles across the state of Maine through the online URSUS catalog system. The campus community has over 40,000 electronic journals, as well as subject-specific and general databases providing indexed and full text materials from any computer with internet access. All information is accessible through the Library website at: [https://library.umfk.edu/](https://library.umfk.edu/).

**Learning Center**

The Learning Center is an open learning environment that engages students for success, while maintaining a welcoming and supportive atmosphere where students can collaborate with peers, tutors, faculty, and staff. AP4ME students not located near the UMFK campus are able to access the peer-run writing lab and tutoring
services via distance technology. All services are free to students. Appointments may be made online at: https://www.umfk.edu/student-success/ or by calling the Student Success center at (207) 834-7530. Students that wish to make an appointment online will need to log into their UMFK Portal.

**UMFK Help Desk**

The Help Desk assists students and schools with any technical questions and/or concerns they may have. Students that need help activating an account, resetting a password, connecting to the internet, or troubleshooting Brightspace are encouraged to contact the Help Desk by phone, (207) 834-7818.

**Requesting Accommodations for the Course**

Students in need of accommodations, who have an active IEP in high school, must complete a Student Disability Accommodation Request Form. This form can be found on the UMFK homepage, and clicking on the Learning Center link through the Department tab - located in the black banner at the top of the page. Through the Learning Center students should click on Disability Services and Accommodations under the Academic Assistance heading. Click on the boxed link, Request Services for Students with Disabilities. Once submitted, the request will generate an email directly to UMFK’s Accessibility Coordinator, who will make the needed accommodations.

Students must provide a copy of their latest IEP that includes the accommodations provided by the high school to the Accessibility Coordinator. Once this letter is received a Accommodation Approval letter will be sent to the student and the instructor of the course. The student is encouraged to contact the instructor to discuss the impact the accommodation may have on the course.
Please note, all questions and concerns must be addressed to the Accessibility Coordinator at least three days before a test, or major assignment. Additionally, students must apply for accommodations at the start of each semester. There is no roll over of accommodations from semester to semester, or course to course. The Accessibility Coordinator can be reached by phone, 207-834-7532, or email jessica.l.daigle@maine.edu.

**Requesting Accommodations for the AP Exam**

All accommodations must be approved by the College Board’s Services for Students with Disabilities (SSD). If a student takes the AP Exam with accommodations that have not been approved by the College Board, that student’s score(s) will not be reported. Details about requesting accommodations can be found in the Bulletin for AP Students and Parents.

Please note some accommodations are administered differently across College Board programs. For example, for AP, a student who is approved for extended time will not automatically be provided extra breaks. A student requiring extra breaks must apply for that specific accommodation for AP Exams. If a student requires assistance for a temporary physical or medical condition (e.g., a broken arm), please make a Temporary Support Request to the SSD office.

**Dropping an AP4ME Course**

We strongly encourage students who might be having trouble with course content or experience a fear of a lower-than-expected grade to try working through these issues with the help of his/her AP4ME mentor and AP instructor. However, if a student decides to drop the course, the AP4ME mentor and student should contact UMFK’s AP4ME Coordinator and complete the AP4ME Course Drop Form.
**AP4ME Orientation**

New AP4ME students are required to watch the Orientation Video prior to the start of classes. A link for the Orientation Video is included in each student’s Welcome Letter, emailed before the start of class. The online orientation has been designed to introduce students to all aspects of the campus with training focused on online learning and success.
Appendix I: Helping Students in an Online Environment

One of the biggest barriers for online students to overcome is the feeling of isolation from their instructors and from their peers also enrolled in online coursework. Students who are struggling often need assistance with one or more of the following: time management, motivation, or mastering a skill or concept. To identify and help struggling students, AP4ME instructors can do the following.

1. Monitor student performance - There are several ways in which student progress - both individual and collective - can be monitored within Brightspace. In addition to the Grade Center, tools such as the Performance Dashboard and the Brightspace reporting system provide multiple ways of looking at the data that is collected by Brightspace.

2. Establish Daily Progress Goals - It is recommended instructors utilize the due date feature in the Grade Book to pace students through courses. Instructors must allow a reasonable amount of time for students to complete a course, taking into consideration the approximate course duration and the amount of time allotted for work during the regular school day.

3. Conduct weekly progress meetings - Instructors should hold students accountable in weekly progress meetings to attain higher on-time course completion rates. Frame the weekly meeting around the Activity Scores report along with the student written work portfolio containing study sheets, practices, journals, labs, review guides, etc. Review work samples and progress toward course completion with each student. Congratulate students who meet deadlines and discuss time management and academic support strategies with students who are behind.
4. Encourage students to use the Grade Book - Instructors should encourage students to take ownership of their academic progress by encouraging them to frequently monitor their Grade Book page. This page provides a snapshot of progress and performance in each course.

5. Communicate student progress to AP4ME staff and mentors - Students have a higher completion rate when mentors and staff are aware of their progress. It is exceptionally important additional communication be sent when a student drops below an acceptable progress indicator. When a student’s progress dips, instructors should outline steps students can take to get back on track.
Appendix II: Is Online Learning for You?

Online learning is different in many ways from the traditional face-to-face learning many students are used to. Before signing up for an online AP4ME course, students should consider the following:

Are you self-directed and motivated?

Due to the flexibility of scheduling, online learning is often considered more convenient than having to attend class in person at the same time in the same place every day. Online learning is not, however, easier than learning in a face-to-face setting. Most of online learning happens on an individual schedule. Students will need to be self-directed and motivated to complete activities and assignments on time and initiate the communication to be successful. Students will be challenged to work independently and will be expected to manage their time effectively and assume responsibility for completing their work.

Are your technical skills adequate?

Along with having consistent access to a computer and a reliable internet connection, students should feel comfortable with internet browsing and searching, email, sending and reading attachments, word processing, and sometimes downloading and installing software plug-ins. Students should also be comfortable using online technologies to read, write, watch, and listen as they learn.

Do you have strong reading skills?

Reading plays a large part in any class, but especially in an online class. Students must be prepared to read and comprehend college-level texts.
Does written communication come easily for you?

In most cases, writing is the primary method of communication in online classes. Students should feel comfortable writing to express their thoughts, share ideas, and ask questions.

Will you ask questions when you need to?

It is important for students enrolled in an online course to let their instructor(s) and classmates know when they need help. Without being able to see your facial expressions and body language, instructors rely on the student’s ability to reach out when they have questions about the subject matter or online environment. Students should not be easily discouraged when running into difficulties.

Will you miss social interaction?

Interaction with instructors and classmates in an online setting is an integral part of the learning experience. Students are expected to express themselves and fully engage with their peers and instructors.

Do you have the discipline to study regularly?

Every Advanced Placement (AP) course is a college-level course, and there is a considerable amount of work, time, and energy that is required to be successful. Like a traditional school, students will need to set aside adequate time for study. Students may find they need to be online frequently to complete assignments or communicate with their peers and/or instructor(s). Students will be expected to manager their time outside of the online environment as well. Procrastinating will make AP courses more challenging and frustrating for students.
**Appendix III: Frequently Asked Questions (UMFK Specific)**

**Why can’t I log in to my UMFK Gmail?**

The first step, if you have not already, is to activate your account. Activation be found in your AP4ME Welcome Letter, which was sent to the email address provided on your registration form. If you need help activating your account, please contact the AP4ME Coordinator at 207-834-7541.

**My password has expired, what do I do?**

Passwords expire regularly. You will always get a notification 30 or so days beforehand and it’s recommended you follow the instructions and change it as soon as you can. Failure to update your information will result in you being locked out of your account. Instructions for resetting a lost/forgotten password were sent with a student’s Welcome Letter. For additional help, please contact the UMFK Help Desk at 207-834-7818.

**I received a weird email, what do I do?**

UMFK emails will never ask you for your password or personal information. UMFK emails will navigate you to secure places that may require you to login. If you are unsure of anything, do not click on it. Call the IT Help Desk and ask - They will not mind. (207) 834-7818.
**I already have an email address, why do I need a UMFK Gmail account?**

All UMFK correspondence goes to your UMFK Gmail account - this includes information on school closings, upcoming events, and general UMFK updates. It is also the account the Community Education Office will use to send you important information regarding your AP4ME enrollment and the account your AP4ME instructors will use when communicating with you. It is highly recommended you check this email frequently!

**Brightspace**

The first step is to email the UMFK AP4ME coordinator, Kirsten Thompson at ap4me@maine.edu. She can direct you to specific resources. For additional help, please contact the UMFK Help Desk at 207-834-7818.

**How do I withdraw/drop a student from their course(s)?**

To drop/withdraw from a course AP4ME mentors must submit the AP4ME Course Drop Form to the AP4ME Coordinator.

**What services are available to me?**

AP4ME students are entitled to any service that a traditionally enrolled student is eligible to use. This includes IT, tutoring, Writing Lab, etc.

**I don’t live near UMFK and I need a tutor!**

Not a problem! All students are granted access to Nettutor! Instructions on how to use Nettutor are provided in the welcome letter.
**AP4ME Contact Sheet**

Scott Voisine, Dean of Community Education  
207-834-8644  
voisine@maine.edu

Kirsten Thompson, AP4ME Coordinator  
207-834-7541  
ap4me@maine.edu

Jessica Daigle, Accessibility Coordinator  
207-834-7532  
jessica.l.daigle@maine.edu
## AP4ME Instructor List

<table>
<thead>
<tr>
<th>AP Class</th>
<th>Instructor</th>
<th>Contact</th>
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<tbody>
<tr>
<td>United States Government and Politics</td>
<td>Donald Beane</td>
<td><a href="mailto:donald.beane@maine.edu">donald.beane@maine.edu</a></td>
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<tr>
<td>Biology</td>
<td>Arthur Libby</td>
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<td>Calculus BC</td>
<td>Brendan Murphy</td>
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<td>Scott Ballard</td>
<td><a href="mailto:scott.ballard@maine.edu">scott.ballard@maine.edu</a></td>
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<tr>
<td>United States History</td>
<td>Michael Carter</td>
<td><a href="mailto:michael.carter@maine.edu">michael.carter@maine.edu</a></td>
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<tr>
<td>Psychology</td>
<td>Roger Smith</td>
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<tr>
<td>Art History</td>
<td>Therese Provenzano</td>
<td><a href="mailto:therese@maine.edu">therese@maine.edu</a></td>
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<tr>
<td>English Language and Composition</td>
<td>Carolyn Gosselin</td>
<td><a href="mailto:cgosselin@biddefordschools.me">cgosselin@biddefordschools.me</a></td>
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<tr>
<td>Environmental Science</td>
<td>Nicholas Pascarella</td>
<td><a href="mailto:nickpascarella@live.com">nickpascarella@live.com</a></td>
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<td>Macroeconomics</td>
<td>Glenn Tracey</td>
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<td>Physics 1: Algebra-Based</td>
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