Administrator Guide to UCCI

| UCCI helps educators create & implement *integrated courses*—those combining academic & career education |

UCCI offers 70 integrated courses approved by UC.
This handout will help guide you through the process
of offering UCCI courses at your school.

What to know before you add a UCCI course...

UCCI courses are innovative in the ways they integrate academic subjects and Career Technical Education (CTE). *UCCI provides complete frameworks outlining all units and assignments* in the course, but **teachers must prepare their own lesson plans** in order to deliver the content.

With that in mind, you should:

1. Involve teachers in the process. Our data indicate schools with the highest level of success implementing UCCI courses are those that involved faculty in decisions regarding which UCCI courses to offer and why.

2. Consider the resources needed to successfully teach each course. Plan ahead to purchase special equipment or other materials. Think about how the course pacing will work given your bell schedule/course period length.

3. Give teachers time to collaborate. Teachers reporting the highest level of satisfaction teaching a UCCI course had at least one colleague with whom to collaborate on planning lessons throughout the year.

What to do next...

You've done the prep work and you're ready to adopt a UCCI course? Great! *Add any UCCI course to your "a-g" list* through *UC's A-G Course Management Portal.* Choose "Adopt a Program Course" under the "New Submission" heading of your dashboard, and follow the prompts from there!

Next, UCCI recommends you:

1. Access instructional materials for select UCCI courses! These materials were developed through our UCCI Teacher Exchange Program, and they are available for anyone to use. To view the list of courses with instructional materials, visit: http://bit.ly/ucci_instr_mat_li.

2. Request a UCCI Teacher Exchange! The UCCI Teacher Exchange is a program for teachers new to teaching UCCI Courses. To get more info or to participate, visit: http://bit.ly/ucciteprogram.

3. Contact someone from our UCCI Course Teacher Directory. Access our budding directory of UCCI course teachers at: http://bit.ly/ucci_tch_directory.

You should also know...

UCCI has many ways you can stay in touch! *Find out about UCCI events and new courses* by subscribing to our *monthly newsletter.* Keep up with others in the UCCI community by joining our *UCCI Contributors Facebook Group.* And feel free to email us any time at ucci@ucop.edu.

Make use of these resources:

1. Subscribe to our monthly e-newsletter! The UCCI e-newsletter contains not just updates from UCCI, but also news and information from the wider educational universe. To subscribe, visit: http://eepurl.com/vujHH.

2. Join our UCCI Contributors Facebook Group: Share information and learn from others in the UCCI community by joining our Facebook Group: http://on.fb.me/uccigroup.

3. Help us further build our community! Our Teacher Directory grows whenever a teacher completes our Teacher Survey. So we appreciate you asking faculty teaching UCCI courses to complete it: http://bit.ly/ucci_teacher_survey.