



June 15, 2020

Christopher Eugene Grillo
1690 Hartford Turnpike
North Haven, CT, 06473

Dear Mr. Grillo,

Thank you for your interest in participating in Southern Connecticut State University's Early College initiative. I am pleased to confirm your approval to teach the following SCSU Early College course under the supervision of the SCSU Department of English:

SCSU Course	Title	Duration	Location	Day(s)	Time	SCSU Supervisor
ENG 201	Introduction to Creative Writing	TBD	Derby High School	TBD	TBD	Andrew Smyth Smytha2@southernct.edu Department of English Chairperson

This course is offered under SCSU's Type C waiver agreement with the Derby High School. The reduced cost of this course for each student will be \$65.00. For your information, please see the [SCSU Early College website, especially Registration for Students, for an overview of the registration process.](#) SCSU Transfer Student Services will work with you, or a staff member you identify at your high school, to register your students for the course. Please contact TSS Director Mr. Frank LaDore at EarlyCollege@southernct.edu and identify the student registration point of contact.

Your students will be able to request a free Southern Connecticut State University transcript upon successful completion of the course, and they can earn college credit for up to three SCSU Early College courses at their high school or on our campus.

Early College instructors are expected to participate in regular faculty development as determined by the supervising department and will be evaluated according to the supervising department's procedures for evaluating its adjunct faculty members. Reappointment will be determined by the supervising department. Please contact your supervisor at the email provided above to plan for your faculty development and evaluation.

If you have not already done so, please complete and return the three attached forms to the Office of Human Resources. Attn: Ms. Darci Carson, Southern CT State University, 501 Crescent Street, New Haven CT, 06515 or carsond1@southernct.edu.

- **Disclosure Regarding Background Investigation** authorizing SSC Background Screening and Investigations to conduct a background check on behalf of SCSU, in accordance with procedures for all SCSU instructors.

Please note your background check must be complete before you are able to begin teaching a SCSU course.

- Employee Data Sheet enabling IT to establish your SCSU email account and your access to the MySCSU portal which you will use to access your student roster, complete mandatory attendance reporting, and submit student grades.

Please plan to check your SCSU email account regularly for instructions to faculty from the University Registrar on how to access and use these MySCSU functions.

- Employment Eligibility Verification Form I-9 form used by Human Resources to verify your identity and employment authorization, in accordance with procedures for all SCSU instructors.

Please note that to established your identity and employment authorization you must email the completed I-9 Form to HR (the list of acceptable documents is on page 3), with a scanned color copy of appropriate IDs. Verification of your credentials must be complete before you can begin teaching a SCSU course. Please contact Ms. Darci Carson carsond1@southernct.edu to do so.

I am very pleased to be working with you on the Early College initiative. Thank you in advance for your time. Please confirm receipt of this agreement at EarlyCollege@southernct.edu.

Sincerely,



Trudy Milburn, Ph.D.
Associate Vice President for Academic Affairs
Southern Connecticut State University
New Haven, CT 06515
Milburnt1@southernct.edu

CC: Martin Pascale, Principal, Derby High School
Darci Carson, SCSU Assistant in Human Resources
Bruce Kalk, SCSU Dean of the College of Arts and Sciences
Frank LaDore, SCSU Director of Transfer Student Services
Chul Lee, SCSU Director of Institutional Research
Ashley Raymond, SCSU Graduate Assistant of Academic Affairs
Linda Robinson, SCSU Academic Affairs Academic Resources Coordinator
Andrew Smyth, SCSU Department of English Chairperson
EarlyCollege@southernct.edu