CONCURRENT INSTRUCTOR ORIENTATION AND TRAINING

CEP instructor orientation and course-specific training is required for new teachers and must occur prior to the start of the course. Training can be done in person or via technology (Skype, phone, etc.). Please submit this checklist and meeting notes with your mentor report.

Instructor: _____ High School: _____

Mentor: _____ Date: _____

PROGRAM OVERVIEW

☐ Concurrent Enrollment Program Overview
Review the Concurrent Enrollment Handbook at www.minnesota.edu/instructor. Include the review of topics such as FERPA, course caps and the student agreement of understanding.

☐ Mentor/Mentee Relationship
Number of visits and how they will occur, mentor reports, etc.

☐ Instructor Roles and Responsibilities

☐ Syllabus Requirements
A sample syllabus, and syllabus checklist and template can be found at www.minnesota.edu/instructor.

☐ Book Requirements (suggestions)

☐ Concurrent Enrollment Day

COURSE-SPECIFIC AGENDA

☐ Course Outcomes

☐ Course Curriculum

☐ Pedagogy

☐ Course Philosophy

☐ Assignments and Assessments

☐ Grading

☐ Other:

REQUIRED MEETING NOTES

Please include a narrative demonstrating course-specific discussions beyond the checklist.