

CONCURRENT TEACHER ORIENTATION

Documentation of teacher orientation is **required for new teachers, which should be done at the pre-class mentor meeting. This form is optional for teachers that are not new to the CE Program. 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 (www.minnesota.edu/concurrent). 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/?id=11491
- Book requirements (suggestions)
- Concurrent Enrollment Day

DISCIPLINE SPECIFIC AGENDA

- Course outcomes
- Course curriculum
- Pedagogy
- Course philosophy
- Assignments and assessments
- Grading
- Other:

MEETING NOTES
