

NEW MENTOR 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 (Zoom, phone, etc.). Please submit this checklist and meeting notes with your mentor report.

Mentor Name: _____

Home Campus: _____

Discipline: _____

Date: _____

PROGRAM OVERVIEW

- Concurrent Enrollment Program Overview
Review the Concurrent Enrollment Handbook at www.minnesota.edu/concurrent, CEP webpages and program background, size and scope.
- Mentor/Mentee Relationship
Number of observations/visits and how they will occur, etc.
- Mentor and Instructor Roles and Responsibilities
- Mentee Syllabus Requirements to Review
A sample syllabus, and syllabus checklist and template can be found at www.minnesota.edu/instructor.
- Mentor Reports
- NACEP Accreditation
- New Instructor Orientation and Training (meeting and form)
- Concurrent Enrollment Day/Annual Professional Development

COURSE-SPECIFIC DISCUSSIONS

- Course Outcomes
- Course Curriculum
- Pedagogy
- Course Philosophy
- Assignments and Assessments
- Grading
- Other:

MEETING NOTES
