

## CONCURRENT INSTRUCTOR TRAINING AND ORIENTATION

*CEP instructor orientation and course-specific training is required for new instructors 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.*

Instructor: \_\_\_\_\_ High School: \_\_\_\_\_

Mentor: \_\_\_\_\_ Date: \_\_\_\_\_

### PROGRAM OVERVIEW

---

☐ Concurrent Enrollment Program Overview

*Review the Concurrent Enrollment Handbook at [www.minnesota.edu/instructor](http://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, syllabus checklist and template can be found at [www.minnesota.edu/instructor](http://www.minnesota.edu/instructor).*

☐ Concurrent Enrollment Day

### DISCIPLINE SPECIFIC AGENDA

---

☐ Book Requirements (suggestions)

☐ Course Outcomes

☐ Course Curriculum

☐ Pedagogy

☐ Course Philosophy

☐ Assignments and Assessments

☐ Grading

☐ Other:

**REQUIRED MEETING NOTES**

*As required per programmatic accreditation standards, please include a narrative demonstrating course-specific discussions beyond the checklist.*

---