



Faculty Liaison Course-Specific Training Checklist for New Concurrent Enrollment Instructors

The faculty liaison is responsible for providing the course-related aspects of new instructor training. Course-specific training and documentation is required by National Alliance of Concurrent Enrollment Programs (NACEP).

Faculty Standard F2	Faculty liaisons at the college provide all new concurrent enrollment instructors with course-specific training in course philosophy, curriculum, pedagogy, and assessment prior to the instructor teaching the course.
---------------------	---

Items to be Covered:

	<u>Information about Department:</u> <ul style="list-style-type: none"> • Course offerings (flow chart, course descriptions) • Faculty • Contact Information
	<u>Specific Course Information</u> <ul style="list-style-type: none"> • Course outline • Prerequisites
	<u>Textbook Information</u> <ul style="list-style-type: none"> • Selection process • Information you will need to submit • Selections required • Sections optional
	<u>Other Course Materials:</u> <ul style="list-style-type: none"> • Graphing calculators
	<u>Schedule:</u> <ul style="list-style-type: none"> • Tentative schedule • Midterm • Final exam
	<u>Course Expectations/Requirements:</u> <ul style="list-style-type: none"> • Grading scale • Attendance • Due dates • Time for tests • Make-up policies
	<u>Student Assessment</u> <ul style="list-style-type: none"> • Common final • Tests (number, type, time, re-takes) • Quizzes

	<ul style="list-style-type: none"> • Homework • Extra credit • Other
	<u>Course Assessment</u> <ul style="list-style-type: none"> • Evaluation
	<ul style="list-style-type: none"> • Site Visit • Professional Development Activity

Please note: This course-specific training is separate from the annual professional development activity.

Documentation Needed for Evidence:

	Agenda including date and time training held
	Sample of course-specific training materials shared and description for each example of how materials provided are used

Please email documentation to Katie Pierre, Director of College Partnerships, at katie.pierre@saintpaul.edu after the course-specific training has taken place.