



For new concurrent enrollment teachers, new mentor/mentee relationships, or new concurrent enrollment course offerings: A minimum of one planning meeting between the faculty mentor and high school teacher will occur prior to the start of the course. This meeting will include a comprehensive new teacher orientation with discipline-specific training in topics including course curriculum, assessment criteria, pedagogy, course philosophy and theory. Other agenda items will include a review of the concurrent enrollment program handbook, administrative responsibilities, programmatic policy and procedures, and ongoing/annual professional development requirements.

Concurrent Enrollment Instructor: _____ Date of Visit: _____

High School: _____

Concurrent Enrollment Course: _____ Credit Hours: _____

PTCC Faculty Mentor: _____

PROGRAM OVERVIEW

Concurrent Enrollment Program Overview

Review the concurrent enrollment handbook. Include the review of topics such as FERPA, course caps, etc.

Mentor/Mentee Relationship

Review roles and responsibilities of high school teachers and PTCC Faculty Mentors. Include a review of the number of site visits and how they will occur, mentor reports, required documentation, etc.

Syllabus Requirements

Book Requirements

DISCIPLINE SPECIFIC AGENDA

Review topics and course information specific to your discipline. Such topics may include, but are not limited to:

Course Outcomes

Course Curriculum

Pedagogy

Course Philosophy

Assignments and Assessments

Grading

Other

(Continued on back)

MEETING NOTES: PLEASE INCLUDE DETAILED NOTES REGARDING THE TOPICS DISCUSSED

High School Instructor Signature

Date

Faculty Mentor Signature

Date

Submit signed form to the Director of Student Success

*This requirement directly aligns with **NACEP STANDARD F2. C3** – Faculty liaisons at the college/university provide all new concurrent enrollment instructors with course-specific training in course philosophy, curriculum, pedagogy, and assessment prior to the instructor teaching the course.*