

Completed

Course	College Collaborator
High School	High School Collaborator
Course Dates	Year

Due End of First Week

- College Highlighted Syllabus
- High School Highlighted Syllabus
- Course Information Yellow** (College heading; Course Outline title, course description and goals)
- Grading Information Green** (Calculation process, grading scale and breakdown)
- Assessment Information Blue** (Assessed how? What's A quality work? Your expectations?)

Due End of Second Week (C2C Facilitator)

- Final Class Lists and Student Handbooks to High School Collaborator
- Final Verification of Class Lists – College Collaborator & High School Collaborator

Due End of First Month

- College & High School Assessment sample(s)
(College & High School tests, quizzes, assignments, rubrics, and sample papers)
- Statement of Equivalency

Due Middle of Course

- Pre-Site Visit Form (High School Collaborator)
- Site Visit Form

Due November 1

- Professional Development Plan/Progress Form

Due Start of Last Month

- Survey link (Post D2L Link /Adjust Course End)
- Survey results

Due Start of Month after Class End

- Communication Log
- Grades

Due Start of Next Academic Year

- Survey discussion
- Symposium reminder (Last Wednesday in April)