

DISCIPLINE-SPECIFIC ORIENTATION/PRE-CLASS MEETING Talking Points for 1st Time Collaborators

Course: _____ Date: _____

High School Collaborator/School: _____

College Collaborator: _____

Review Department

- Teaching philosophy
- Course offerings

Review Course Outline/Syllabus

- Learning goals/outcomes
- Prerequisites
- Textbook(s) and instructor resources
- Other required course materials needed (e. g., calculators)
- Student resources
- Assignments, projects, labs
- Tests, quizzes, exams
- Late work and retake policies
- Extra credit
- Attendance
- Grading scheme
- Schedules

Learning Management System

- StarID and password

Assessment

- Share assessment plan and materials used
- Discuss implementation and data collection

Site Visit

- Pre-Site Visit form
- Schedule site visit

Grades

- Process

- Deadline for Reviewing
- Entering

Discuss Professional Development Plan

- Mandatory symposium
- Share other known opportunities

Course Survey

- Timeframe
- Method of delivery

Name of College Collaborator: _____

Signature (no electronic): _____ Date: _____

Name of High School Collaborator: _____

Signature (no electronic): _____ Date: _____